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ARMY REGULATION
No. 55-71

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, *1 June 1983*

TRANSPORTATION AND TRAVEL

TRANSPORTATION OF PERSONAL PROPERTY AND RELATED SERVICES

Effective 1 July 1983

This revision has been reviewed by the Per Diem, Travel and Transportation Allowance Committee according to section III, DOD Directive 5154.13, 1 May 1958, as case PDC 4383-81. This revision incorporates Army policy on shipments after use of Joint Travel Regulations (JTR) weight allowance; use of orders in combination; shipments for military members with a homebase or advanced assignment; shipments of household goods to Alaska, Hawaii, Puerto Rico, or a US Territory or possession when a military member is assigned to a restricted area outside the continental United States (CONUS); and shipment of unaccompanied baggage within CONUS. It provides guidance on the account properly chargeable when an Army member is assigned to Government quarters administered by another Service. It delegates to major Army commands authority to extend travel and transportation entitlements in cases where a member has died while on active duty. It includes changes on accompanied baggage allowances. It updates appendix B, incorporating changes in weight allowances to oversea areas listed therein.

Supplementation of this regulation is prohibited unless prior approval is obtained from HQDA(DALO-TSP-P), WASH DC 20310.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

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CHAPTER 1

INTRODUCTION

1–1. Purpose. This regulation covers the following:

a. Department of the Army (DA) policies and responsibilities on transportation of personal property. It also outlines the provisions of related services.

b. Transportation and related services authorized by legal authority or regulations. The applicable statutory authority is shown in the pertinent chapter.

c. Procedures that govern transportation of personal property of—

(1) DA members and employees who are officially reported as dead, injured, ill, or missing. The personal property and effects of these individuals will be disposed of under AR 638–1.

(2) Nonappropriated fund employees.

1–2. Applicability. This regulation applies to DA military members and civilian employees and their dependents and, as indicated in individual orders, to authorized travelers of the Army National Guard and the US Army Reserve and their dependents.

1–3. Impact on New Manning System. This regulation does not contain information that affects the New Manning System.

1–4. References. Required and related publications are listed in appendix A.

1–5. Explanation of abbreviations and terms. Abbreviations and special terms used in this regulation are explained in the glossary. Terms which are defined in JTR, volume 1, appendix J; JTR, volume 2, appendix D; and DOD 4500.34–R, chapter 2 are not repeated herein. Where citations of the JTR appear, "M" preceding the paragraph number means the referenced paragraph is found in JTR, volume 1; and, "C" preceding the paragraph number means the referenced paragraph is found in JTR, volume 2.

1–6. Responsibilities. *a. Director of Transportation, Energy, and Troop Support, Office of the Deputy Chief of Staff for Logistics (ODCSLOG).* The Director of Transportation, Energy, and Troop Support, ODCSLOG, will develop and issue policies and procedures, and exercise staff and technical supervision over transportation of personal property and related services.

b. Order issuing authority. The order issuing authority will—

(1) Prepare orders for military members and civilian employees and indicate thereon whether a personal property shipment is or is not authorized at Government expense. See AR 310–10 and Joint Travel Regulation (JTR), volume 2, for instructions on including this information in orders.

(2) Cite an applicable movement designator code (MDC) on all permanent change of station (PCS) assignment or reassignment orders under AR 310–10, paragraph 4–3.

(3) When PCS orders are issued to separate a military member, the home of record (HOR) and the place from which member was ordered to active duty will be specified.

(4) When civilian employees return from oversea assignment for separation, reassignment transfer, or reemployment leave, the place of actual residence established at the time of their oversea assignment will be noted in the orders.

(5) Determine when local movement of household goods (HHG) is necessary as a direct result of a PCS for a military member under JTR, paragraphs M8250–2 and M8313. The order issuing activity will issue a statement that the movement of HHG was necessary as a direct result of the PCS.

(6) Insure that on every PCS order issued for E4s, the member's pay entry basic date (PEBD) is indicated.

(7) State in the orders any special requirements or exceptions for shipment of personal property.

c. Major Army commanders (including commanders of unified commands). These commanders will—

(1) Insure that orders are distributed under AR 310–10.

(2) Advise military members and civilian employees who are authorized shipment or storage of HHG that, if they desire shipment or storage, they should complete an application (DD Form 1299 (Ap-

plication for Shipment and/or Storage of Personal Property)) immediately on receipt of assignment orders.

(3) Designate a transportation officer (TO) to assist individuals who want to ship or store personal property.

(4) Insure that individuals are informed of and comply with the requirements of this regulation and related directives.

(5) Insure that order issuing authorities are informed of any special requirements or exceptions relating to shipment.

(6) Insure that members are allowed sufficient proceed time for settlement of transportation problems under AR 630-5.

d. Director, Defense Intelligence Agency (DIA). The Director, DIA will coordinate and monitor personnel assigned to Defense Attache Offices. Army members assigned to Defense Attache Offices are under the direct control of and report directly to DIA. Therefore, DIA will provide transportation services normally assigned to the oversea commanders for Army personnel assigned to Defense Attache Offices.

e. Installation commanders. Installation commanders will establish in-processing procedures. These procedures will insure that members and employees, immediately on arrival at the new duty station, advise the TO where they may be located when expecting a shipment of personal property.

f. Transportation officers (TOs). In addition to specific responsibilities stated in this regulation and DOD 4500.34-R, TOs will—

(1) Use DD Form 1797 (Personal Property Counseling Checklist) when the member, employee, dependent, or agent submits, in person, an application for shipment of personal property. Have the person sign the form, at the end of the checklist, to confirm the counseling. Prepare and distribute DD Form 1797 under DOD 4500.34-R, paragraph 4001*b*.

(2) When a mailed-in application is received from a person who is remotely located and preparation of DD Form 1797 is not possible, make a note to that effect in the member's or employee's shipping file.

(3) Insure proper application of administrative weight restrictions.

(4) Insure that shipment is transported in an expeditious and safe manner with a minimum of administrative detail to the shipper.

(5) Determine ownership and final destination of baggage or containers received without identifying marks or those bearing conflicting marks. Such property may be opened and examined in the presence of other responsible personnel for orders, personal identification statement or other evidence that would assist in identification.

(6) Insure that the MDC on PCS orders cites the correct fiscal year (FY).

(7) Assist persons submitting a claim under chapter 9 of this regulation.

g. Army facilities engineers. Facilities engineers will perform or procure necessary packing, crating, binding, strapping, etc., of personal property when requested by the installation commander under the conditions cited in AR 420-70, chapter 4.

h. DA members and employees. The specific or general responsibilities of individual requesting transportation or storage of personal property are outlined in each chapter. In all instances, however, members and employees will—

(1) Estimate the weight of the personal property to be shipped and insure that it is within the authorized weight limitations to avoid excess cost charges. (See chap 3.)

(2) Segregate and identify professional books, papers, and equipment.

(3) Provide the carrier with a complete description of all weapons being shipped, to include make, model, serial number, and length of barrel.

(4) Execute customs clearance forms when required by customs officials under DOD 5030.49-R.

(5) Place *inside* each piece of baggage or container personally prepared for shipment a copy of the orders supporting the shipment. Members and employees will also provide sufficient copies of orders for placement inside each container of HHG and unaccompanied baggage to be packed and crated for shipment. When copies of orders are not available for this purpose, members and employees will provide a statement of personal identification. This statement will include name, grade, social security number, branch of service, organization, present station, destination, and home address.

(6) Assure the accuracy of the inventory prepared by the carrier before affixing their signature.

(7) Notify the origin TO promptly on receipt of change in orders or destination of shipment.

(8) Immediately after arrival at destination, notify the destination TO of phone number and ad-

dress where they may be contacted when shipment of personal property arrives.

(9) Promptly notify the TO having the nontemporary storage account of any change in military address or in their status that would affect nontemporary storage entitlement.

1-7. Forms. Forms prescribed in this regulation will be requisitioned through normal publications supply channels. See AR 310-1.

CHAPTER 2

DELEGATED AUTHORITIES FOR TRAVEL AND TRANSPORTATION ENTITLEMENTS

2–1. Basic authorities. Delegations of authority for travel and transportation entitlements are made pursuant to authority contained in JTR, volumes 1 and 2. These volumes implement Sections 406 and 554 of Title 37, United States Code (USC); Sections 2105, 2106, 5561, 5564, 5701, 5708, 5730, and 5742 of Title 5, USC; and the Defense Appropriation Act of 1950.

2–2. Transportation officers. *a. Origin transportation of officers (TOs).* Origin TOs may authorize or approve—

(1) Requests to reforward or place in nontemporary storage improper shipments of HHG and baggage and to reforward improper shipments of housetrailers made at Government expense. Members may request such services when their property was forwarded to an improper destination or placed in storage because of improper advice or information furnished at the origin shipping activity. Shipping documents will cite paragraph M8012 or M10018 (as applicable) as authority.

(2) Conversion of temporary storage to nontemporary storage when the following conditions are met:

(*a*) Temporary storage is at place of origin of shipment.

(*b*) Member requests such conversion.

(*c*) Member is entitled, under his or her orders, to nontemporary storage of shipment.

(3) Conversion of nontemporary storage to temporary storage, in whole or in part, under JTR, paragraph M8101-8, and under section II, chapter 6, when the following conditions are met:

(*a*) The property is in storage at place of origin.

(*b*) The period of storage does not exceed the member's authorized storage period.

b. Origin or destination TOs. Origin or destination TOs may authorize or approve requests—

(1) To reforward improper shipments of HHG, baggage or housetrailers of military members made at Government expense when the property was shipped to a destination other than that requested by the member on DD Form 1299. Shipping documents will cite JTR, paragraph M8012 or M10018 (as applicable) as authority.

(2) To reforward HHG or baggage of civilian employees whose property was shipped on a Standard Form (SF) 1103 (US Personal Property Government Bill of Lading (PPGBL)). Shipping documents will cite JTR, paragraph C8004, as authority. The applicable appropriation is that cited on the original PPGBL. Before movement of the property, fund availability will be confirmed with the fiscal officer for the fiscal station shown in the accounting classification.

(3) For exceptions to the packing allowances prescribed in JTR, paragraph M8002, or C8000-2*b*. This applies under the conditions in paragraph 5-10*d* for military members and paragraph 5-11*b*(2)(*c*) for civilian employees when, due to reasons beyond their control, the tare weight of a shipment exceeds those allowances.

c. Installation TOs. Installation TOs will authorize or approve requests for—

(1) Travel and shipment/storage of personal property prior to issuance of retirement orders, in cases of Service emergency or Service necessity, for military members who anticipate retirement within a 90-day period. Paragraphs 4-4 and 6-3 of this regulation and JTR, paragraphs M8017 and M7003-4, apply.

(2) Travel and shipment/storage of personal property before issuance of separation orders, in cases of Service emergency or Service necessity, for military members who anticipate separation within a 45-day period. Paragraphs 4-4 and 6-3 of this regulation and JTR, paragraphs M8017 and M7003-4, apply.

(3) Shipment of personal property (including temporary storage) prior to issuance of orders for military members with US Army Military Personnel Center (MILPERCEN) message authorizing or approving compassionate reassignment. Paragraph 4-4 applies.

(4) Temporary storage beyond 180 days, when

household goods (HHG) cannot be withdrawn due to member being on TDY or deployed in excess of 90 days or for an indefinite period. JTR, paragraph M8100-2, and paragraph 6-9 of this regulation apply.

(5) Special storage of HHG for members ordered on TDY or deployed for more than 90 days or for an indefinite period. JTR, paragraph M8102, and chapter 6, section IV, of this regulation apply.

2-3. Installation commanders. *a.* Installation commanders (within the continental United States (CONUS) and oversea areas) may authorize or approve—

(1) Requests for shipment of HHG to Puerto Rico, Alaska, Hawaii, or any territory or possession of the US under JTR, paragraph M8253-4, second listing, item 3, for military members whose dependents are authorized to travel to that same point under JTR, paragraph M7005-4, item 3, incident to the member's PCS to an oversea area. See paragraph 4-8, this regulation.

(2) Applications for shipment of personal property in cases where member or employee is officially reported dead, injured, ill, or absent in a missing status. Entitlements and procedures governing such transportation are in chapter 10. JTR, volume 1, chapter 8, part G, applies for military members. JTR, volume 2, chapter 6, parts B and C, applies for civilian employees.

(3) Requests for extension of time limitations for travel and transportation entitlements to a home of selection as indicated below. For further extension of time limitation, see paragrah 2-5*a*(1).

(*a*) For military members undergoing hospitalization or medical treatment. Extensions will be limited to periods *not to exceed* 1 year beyond time limitation specified in JTR, paragraphs M4158-2*b*, M7010-2*a*, and M8262-4.

(*b*) For military members undergoing education or training. Extensions will be limited to periods *not to exceed* 1 year beyond the time limitation specified in JTR, paragraphs M4158-2*c*, M7010-2*b*, and M8262-5.

b. Commanders of CONUS installations listed in DOD 4500.34-R, appendix F, may authorize or approve requests from DA personnel for air shipment of HHG which originate within their area of responsibility. Criteria are shown in chapter 4, section IV.

2-4. Military Traffic Management Command (MTMC) Area Commanders. The commanders of Eastern Area, MTMC and Western area MTMC, may authorize or approve—

a. Requests to reforward shipments of HHG or baggage which are received in military ocean terminals and determined to be improper shipments. Shipping documents will cite JTR, paragraphs M8012, M10018, or C8004, as authority.

b. Air shipment of HHG as follows:

(1) Shipments between CONUS and oversea areas for DA members and employees under their command.

(2) Shipments received by military ocean terminals in insufficient time to reach destination via surface shipping before expiration of the required delivery date plus 10 days. Criteria in section IV, chapter 4, apply.

c. Requests for transshipment of privately owned vehicles (POVs) between CONUS ports, under provisions of JTR, paragraph M11003-2. This authority will not be redelegated, and care will be exercised to insure it is used judiciously. Records of authorized or approved transshipments, supported by justification, will be maintained by the approving headquarters for review by DA. (See para 12-20.)

d. Requests to forward or return to proper destination, at Government expense, POVs which were shipped after receipt of competent PCS orders, in cases where such orders are subsequently amended, canceled or revoked. JTR, paragraph M11010 applies. This authority does not apply to space-available shipments. (See para 12-12.)

2-5. Major Army commanders. *a.* Major Army commanders, including commanders of unified commands, may authorize or approve—

(1) Requests for extension of entitlements to a home of selection as indicated below. No further delegation will be made of this authority.

(*a*) For military members undergoing hospitalization or medical treatment. Extensions may be granted for periods is excess of 1 year beyond the time limitation stated in JTR, paragraphs M4158-2*b*, M7010-2*a*, and M8262-4. (See para 4-12*a*.)

(*b*) For military members undergoing education or training. Extensions may be granted for periods in excess of 1 year beyond the time limitation stated in JTR, paragraphs M4158-2*c*, M7010-2*b*, and M8262-5. These extensions will be approved in 1-year increments. Extensions beyond the completion date of education or training programs normally will be limited to 6 months. (See para 4-16*b*.)

(*c*) For military members in other deserving cases. Extensions will be granted as specified in JTR, paragraphs M4158-2*d*, M7010-2*c* and M8262-6. (See para 4-12*c*.)

(2) Request for travel and shipment of HHG, POVs and housetrailers for military members stationed within their command before issuance of next PCS orders in cases of Service emergency or Service necessity. (See JTR, paras M7003-4, M8017, M10012, and M11002-9 and para 4-4 of this regulation.)

(3) Storage of HHG for military members stationed within their command before issuance of retirement/separation orders in cases of Service emergency or Service necessity. (See JTR, para M8262-2, and para 6-3 of this regulation.)

(4) Reforwarding, returning, or placing in nontemporary storage improper shipments of HHG and baggage received within their area of command when determination regarding propriety of such shipment cannot be made by the origin TO.

(5) Transportation of POV from port serving old duty station to Alaska, Hawaii, Puerto Rico or a territory or possession of the US when shipment of a POV to the military member's new duty station is not permitted and travel of dependents is not a factor. (See para 12-13.)

(6) Shipment of HHG to Puerto Rico, Alaska, Hawaii, or a territory or possession of the US under JTR, paragraph M8253-4, second item 3, when dependent travel is not a factor. (See para 4-8.)

(7) Transportation of personal property incident to JTR, paragraphs M8352-3, and M10015 after the 1-year time limitation expires.

b. Major CONUS Army commanders may authorize or approve nontemporary storage of HHG as an alternative to shipment, subject to conditions in paragraph 6-17.

c. Major oversea Army commanders may authorize or approve—

(1) Shipment of HHG to Puerto Rico, Alaska, Hawaii, or any territory or possession of the US or other location outside the US, upon PCS from an oversea duty station to a restricted oversea duty station under authority of JTR, paragraph M8243-5, second item 3.

(2) Shipment of HHG from place of storage or a designated location in the US to current duty station upon PCS from one oversea duty station to another oversea duty station under authority of JTR, paragraph M8253-1.

(3) Shipment overseas of articles acquired in CONUS after the effective date of orders assigning the member to oversea duty. This authority may be redelegated. (See para 3-2*b*.)

(4) Requests for air shipment of HHG which originate within their geographical area of responsibility for DA personnel. This authority may be redelegated to installation commanders. Chiefs of Military Assistance Advisory Groups (MAAGs) and missions, or equivalent, who do not receive administrative support for transportation purposes from a major Army command (MACOM) overseas may authorize or approve requests for air shipment of HHG for MAAG and mission personnel. Criteria in section IV, chapter 4, apply.

(5) Shipment of a replacement POV from a US port to the port serving the oversea duty station for members and employees who had previously shipped a POV to their command. For specific guidance, see paragraphs 12-11 (for military) and 12-22 (for civilians).

(6) Shipment of a foreign-made POV purchased overseas as a replacement for a POV shipped at Government expense, under JTR, paragraphs M11002-3*c*, items 5 and 6 and C11003-2, item 9. See criteria in paragraph 12-26*b*(3).

(7) Return transportation of HHG to the same or subsequent oversea duty station when the HHG have previously been returned to the US, Puerto Rico, or a territory or possession of the US from an oversea location. JTR, paragraph M8303-5, applies for military, and JTR, paragraph C8002-1*g*, applies for civilians.

2-6. Director of Transportation, Energy, and Troop Support, ODCSLOG. The Director of Transportation, Energy, and Troop Support may authorize or approve the following for military members:

a. Shipment of HHG to the temporary duty station or to any point in CONUS when the member is under orders from a permanent duty station to temporary duty for an indeterminate period. Such shipment includes storage of HHG and related services. (See JTR, para M8205.)

b. Nontemporary storage of HHG for members ordered on PCS to duty within CONUS where civilian housing is scarce. (See JTR, para M8255.)

c. Transportation/storage of HHG when the member's new duty station is designated as restricted after HHG have been turned over to the TO for shipment as prescribed by JTR, paragraph M8304-3.

d. Additional movement of personal property, pursuant to JTR, paragraphs M8353-2*b*, M10021-3, or M11005-2*b* when the member has been officially reported absent for more than 1 year in a missing status and reasons are considered justifiable.

CHAPTER 3

DOCUMENTATION FOR SHIPMENT OF HOUSEHOLD GOODS AND PERSONAL BAGGAGE

3-1. General. Documents needed to support applications for shipment of household goods (HHG) and baggage are prescribed in DOD 4500.34-R, chapters 4 and 8. The procedures for completing the shipping forms are in DOD 4500.34-R, chapter 4.

3-2. Preparation of DD Form 1299 (Application for Shipment and/or Storage of Personal Property). In addition to requirements stated in DOD 4500.34-R, chapter 4, for completion of DD Form 1299, the following applies:

a. Shipments destined to Central and South American countries.

(1) Members or employees will write the estimated value of HHG being shipped in item 20 of DD Form 1299.

(2) Personnel at the port of embarkation will prepare a consular invoice and indicate thereon the estimated value of the HHG. The figure of the estimated value will be the same as that shown on item 20 of DD Form 1299. Consular invoices must be prepared for all HHG shipments to meet the requirement of local consuls of Central and South American countries.

b. Shipment overseas of articles acquired through purchases in CONUS after effective date of orders assigning member to oversea duty.

(1) All applications (DD Form 1299) for such shipments will be submitted through channels for authorization or approval to the major oversea commander involved or a designated representative. This application must be supported by—

(*a*) Six copies of member's assignment orders.

(*b*) A statement of facts (in duplicate).

(2) When this shipment is within the member's PCS weight allowance, the approved application may be sent directly to the CONUS transportation officer (TO) responsible for arranging the shipment.

c. Shipment when military member on active duty is undergoing prolonged hospitalization, JTR, paragraph M8256.

(1) To hospital from places in CONUS.

(*a*) When a member is transferred from a duty station or hospital in CONUS for further observation and treatment, the application for shipment of HHG to the city in which the hospital is located must be supported by a statement from the commanding officer of the hospital. The statement will specify that the period of treatment in that hospital is expected to be prolonged.

(*b*) A statement of prolonged hospitalization is not required for shipment of personal baggage.

(2) To hospital from places outside CONUS. When a member is transferred from outside CONUS to a hospital in CONUS for further observation and treatment, a statement from the commanding officer of the hospital is not required to support the application for transportation of HHG. Such shipments may be made from oversea duty station, place of storage, or designated location to the city in which the hospital is located or to nontemporary storage.

d. Shipment for military members whose 1-year entitlement to shipment to a home of selection has been extended under JTR, paragraphs M8262-4, M8252-5, and M8262-6. Applications for such shipment will be supported by the following:

(1) One copy of the document granting the extension of time limitation.

(2) One copy of the member's retirement order (or other pertinent authority).

3-3. Action by transportation officers. *a.* So far as entitlements are concerned, origin TOs will assume full responsibility for each shipment forwarded. They will-

(1) Insure that each shipment is authorized by the pertinent authority.

(2) Insure that each shipment is carefully consigned.

(3) Obtain all necessary supporting application papers.

(4) Retain and distribute, as required, all copies of supporting application papers.

(5) Furnish copies of all documents, as required, to the owner.

b. Members and employees are responsible for estimating the weight of the personal property to be shipped and insuring that the weight is within their authorized allowance. However, the TO should assist in the weight estimation process. The following weight estimation methods may be used:

(1) One-thousand (1,000) pounds per room (not including bathrooms), plus the weight of large appliances. Also add in items in the garage, attic, basement, etc.

(2) Actual weight from a previous move. This figure can be adjusted for additions and deletions. The TO should remind the member or employee to include ALL shipments, including property in storage.

(3) Seven pounds per cubic foot for individual items of furnishings, cartons, wardrobes, and so forth. Use DD Form 1701 (Inventory of Household Goods). Forty pounds per cubic foot is to be used for estimating professional books, papers, and equipment (PBP&E).

c. When intermediate or destination TOs must issue supplemental documents for necessary accessorial or related services, they will—

(1) Cross-reference the inbound documents to the issued documents.

(2) Cite on the issued document the authority indicated on the inbound shipping document.

Note: When inbound billing references are not available, verification of shipping authority, if required, will be obtained from the agency issuing the original or inbound document.

d. Baggage and HHG shipments forwarded to aerial ports for movement by the Military Airlift Command (MAC) must have a Transportation Account Code (TAC) shown on the DD Form 1384 (Transportation Control and Movement Document). If a shipment arrives at the aerial port without a TAC, it may be frustrated until a TAC is provided. If a shipment arrives at the aerial or surface port without required documentation, but is properly marked for shipment to final destination, the TO will forward the shipment without delay.

3–4. Appropriations. The appropriations chargeable for the pertinent year covering inland transportation charges, both within CONUS and overseas, should be cited in documents. The accounting classification/movement designator code (MDC) on the members orders will be cited when available. When orders are not available, the following accounting classification/MDC and TAC for the current fiscal year will be used to avoid delay in forwarding shipments of HHG and baggage from the port of debarkation:

a. Department of the Army. The MDC, as shown below, will be cited in place of the accounting classification:

	MDC	*TAC*
Rotational travel to overseas:		
Officers	4AO*	AH*2
Enlisted	4AE*	AH*6
Rotational travel to CONUS:		
Officers	4CO*	AH*2
Enlisted	4CE*	AH*6

Note: In place of (*), insert the last digit of the current fiscal year. This identifies the FY funds to be charged. The appropriate fiscal year is determined by taking the reporting date, subtracting the estimated travel time, and then adding 1 day. When the order does not contain a reporting date, determine the fiscal year by taking the availability date, subtracting the estimated travel time, and adding 1 day. Commercial storage costs will be charged to the FY appropriation for the year in which the service is rendered.

b. Department of the Air Force. When not shown in orders, the classification data should be obtained from the traffic management officer or comptroller at the nearest Air Force activity.

c. Department of the Navy. For Navy shipments, officers and enlisted, cite "NMF-*-$$$." The space indicated by *will reflect the last digit of the fiscal year in which shipment is picked up by the carrier. The spaces indicated by $ will reflect the four-digit TAC shown in DOD 4500.32-R, volume II, chapter 7.

d. Marine Corps. When an appropriation is not shown on orders, use the appropriation listed in DOD 4500.32-R, volume II chapter 6. The appropriate TAC should also be cited.

CHAPTER 4

TRANSPORTATION OF HOUSEHOLD GOODS

Section I. GENERAL

4–1. Authority and basic entitlements. *a. Military members.* The statutory authority for the transportation of HHG of military members at Government expense is contained in Title 37, United States Code. Basic entitlements are set forth in JTR, volume 1, chapter 8.

b. Civilian employees. The statutory authority for the transportation of HHG of civilian employees at Government expense is contained in Title 5, United States Code. Basic entitlements are set forth in JTR, volume 2, chapter 8.

4–2. Restrictions on shipments. *a.* Items that may not be shipped as HHG are listed in JTR, volume 1, appendix J, and JTR, volume 2, appendix D. In addition to those items, the following may not be shipped as HHG for Army members or employees:

(1) Lighters containing flints or fluid, lighter fluids, matches, charcoal, and other flammables or combustibles.

(2) Aircraft.

(3) Tax free cigarettes.

(4) Air tanks under pressure.

(5) Property for resale or commercial use rather than for use by the member and his or her dependents.

(6) Loaded firearms.

(7) Photo flashbulbs.

(8) Aerosol cans.

(9) Acids.

(10) Outdoor structures which have not been disassembled.

(11) Batteries.

b. Under AR 105-4, persons who are assigned to oversea areas may ship citizen band radios ONLY if they obtain prior written authorization for such shipment from their oversea commander. The Personal Property Consignment Instruction Guide (PPCIG) lists individual country restrictions.

4–3. When shipment may be made. *a.* Shipment of HHG may be made at any time after receipt of orders authorizing such shipment. However, shipments to oversea areas will be subject to the following:

(1) For members whose orders provide for concurrent travel of dependents, shipment may be made immediately on receipt of a properly completed and supported DD Form 1299. This also applies to members assigned to military attache staffs, missions, or commissions.

(2) When shipment of HHG is related to delayed movement of dependents, the shipment (whether from storage or residence) can be made only after the member or member's spouse applies for shipment by submitting a properly completed DD Form 1299. The DD Form 1299 must be supported by a copy of the dependent travel authorization plus a copy of the member's orders. A copy of the member's orders is not required when the dependent travel authorization makes reference to the member's orders, including date and number of the order, headquarters of issuance, and the proper accounting classification or movement designator code. The member's orders will be cited as the authority in the "Certificate of Issuing Officer" block on the PPGBL.

(3) If a member's dependents receive a travel authorization but fail to make application for shipment of HHG before departing for the authorized oversea location, the member may mail in application for shipment to the origin TO. The application will be supported by dependent travel authorization or other oversea command authorization. If the member desires expedited shipment, the member or agent may provide a completed DD Form 1299 to the destination TO. The destination TO will establish a record file for the DD Form 1299 and supporting documents, and will prepare a message in the format shown below and forward it to the origin TO. (The message will serve as final authority for shipment.)

(*a*) From: Destination TO at member's oversea duty station.

(*b*) To: Origin TO maintaining property account.

(*c*) Subject: Application for shipment of (member's name) HHG.

(*d*) Property shipment authority (as applicable).

—Member's order number, issuing HQ, date of issue.

—Dependent travel order number, issuing HQ, date of issue.

—Command authorization, issuing HQ, date of issue.

—Appropriation chargeable.

(*e*) Weight of shipment authorized.

(*f*) If in storage: nontemporary storage lot number to include weight (if known).

If in residence: releasing agent, phone number, and pickup address.

(*g*) Address to be shipped to.

(*h*) Statement. DD Form 1299 has been accomplished and signed by the member or agent (as applicable) and will be maintained with supporting documentation by this office.

(4) When shipment of HHG is not related to travel of dependents (for example, bona fide bachelors or members' dependents who become command-sponsored subsequent to performing oversea travel)—

(*a*) After change of tour to "with dependents" (if applicable), member will apply to the oversea commander for authorization for shipment.

(*b*) Application for shipment will be submitted to the shipping TO. Such application will be supported by the oversea command's authorization for shipment. (See (*a*) above.) Command sponsorship by itself does not constitute authorization for shipment.

(5) When shipment is made before port call of the member or dependent, the member will bear all reshipment expenses if the oversea shipment is canceled for personal reasons. If the oversea shipment is canceled for Government reasons the cost of shipment will be borne by the Government.

b. Shipments may be made before issuance of military member's orders ONLY when authorized or approved by the proper authority.

4–4. Shipment prior to issuance of orders. *a*. Authorization or approval for shipment of military member's personal property before issuance of orders is subject to *all* of the following—

(1) A Service emergency or Service necessity exists.

(2) A reasonable justification, related to pending issuance of PCS orders, is submitted by the member.

(3) The shipment will be made during a period of less than 6 months before the issuance of PCS orders.

(4) Member provides TO a copy of certification from the PCS order-issuing authority, stating the member was advised that the orders would be issued.

b. Procedures for shipment are as follows:

(1) The member will—

(*a*) Sign statement wherein he or she agrees to remit before shipment, all excess and unauthorized costs.

(*b*) Sign a statement agreeing to pay entire cost of shipment if PCS orders authorizing shipment are not subsequently issued.

(*c*) Sign the following statement:

"This shipment is in lieu of all transportation at Government expense of (my POV) (my housetrailer) (this portion of my authorized weight allowance of HHG) incident to the pending PCS travel order which I expect to be issued on or about ________. My current permanent duty station is ____."

(*d*) When requesting shipment prior to issuance of separation or retirement orders, sign the following statement:

"My home of record upon entry on current tour of active duty, or place of entry on active duty (as appropriate), was ________________________. I understand that I will be responsible for any excess transportation costs if this shipment exceeds cost of shipping a like amount to point named above, to home of selection, or to port serving home of selection."

(2) In cases of compassionate reassignment, MILPERCEN will authorize or approve member's request for compassionate reassignment by message.

(3) The TO making shipment will—

(*a*) Furnish to the disbursing officer making payment for the transportation a copy of the command authorization or approval, statements required by (1) above, and orders assigning member to current duty station.

(*b*) In cases of compassionate reassignment, use a copy of the MILPERCEN message in (2) above in place of orders assigning member to his or her current duty station if the message includes the following statement—

"PCS orders reassigning ______ (member) ______

to ______ (designation of gaining unit) ______

will be issued by ______ (designation of losing unit) ______

on or about ______ (date) ______

Movement of dependents and household goods in advance of orders is authorized under JTR, paragraphs M7003-4 and M8017."

c. Keep a suspense file on the shipment until receipt of a copy of the PCS orders authorizing shipment. When PCS orders are received, the TO will review them against shipments previously made. If services furnished exceed member's entitlements, all pertinent facts will be reported to the appropriate disbursing officer for collection of excess costs.

4–5. Shipment after use of JTR weight allowance. If a member's JTR weight allowance has been used, subsequent shipments in connection with the same change of station order will not be made at Government expense. Such shipment will fully be the responsibility of the member. The member must arrange for such shipment and pay all charges directly to the carrier.

4–6. Use of orders in combination. *a*. *General*. After issuance of a PCS order, entitlements accruing under previous PCS orders cease, except as provided in JTR, paragraph M8250-1. Such shipment will be made to the new duty station only from a former duty station or from a designated point to which shipped under previous orders at Government expense. Previous PCS orders will not be used in combination with current PCS orders to ship HHG acquired after the effective date of the previous PCS order, nor will the weight exceed the unused balance of the weight allowance in effect on the effective date of the prior order. The entire weight shipped at Government expense to the member's new duty station will not exceed the member's JTR weight allowance. The member will provide copies of the documentation necessary to substantiate any unused entitlement.

Example:

Member is ordered from Ft Bragg to Ft Sill.	
Member's JTR prescribed weight allowance under that order is	12,000 lbs.
Member actually ships from Ft Bragg to Ft Sill . . .	6,000 lbs.
Unused balance is	6,000 lbs.
Member is subsequently ordered from Ft Sill to Ft Ord.	
Member's JTR prescribed weight allowance under that order is	13,000 lbs.

Member may ship 13,000 lbs. to Fort Ord; 6,000 lbs of that weight may be shipped from Ft Bragg to Ft Ord using the orders to Ft Sill and the orders to Ft Ord in combination.

b. Directive and permissive orders combined. Permissive PCS orders may be combined with previous directive orders for purposes of shipping HHG provided the HHG shipped were acquired before the effective date of the directive order. Shipment at Government expense is limited to the comparative cost permitted by the directive order.

4–7. Shipments for military members with homebase/advanced assignments. *a*. The Homebase and Advanced Assignment Program (HAAP) extends to a member selected for an oversea short tour. It consists of either—

(1) A "homebase" assignment, which means the member will return to the CONUS installation from which he or she departed.

(2) An "advanced assignment" (or "sequential" assignment), which means the member will return to a specified installation.

b. All Army members who are directed by PCS to an oversea station are entitled to shipment of HHG to a designated place or placement of the HHG in NTS. Should members participating in the HAAP request shipment to a designated place (or in the case of sequential assignment, to other than the sequential duty station) incident to their assignment overseas, members should be reminded that if they exercise that entitlement they are jeopardizing their homebase or sequential assignment guarantee and will be assigned according to the needs of the Service. However, if they request placement of their HHG in NTS, the homebase or sequential assignment is not jeopardized. As the HAAP is a military personnel program, any questions the member or member's agent may have in regard to the above is to be referred to the installation MILPO.

4–8. Shipment of HHG to Puerto Rico, Alaska, Hawaii, or a US territory or possession when member is assigned to a restricted area outside CONUS.

a. When a member's dependents are authorized to travel to Puerto Rico, Alaska, Hawaii, or a US territory or possession under JTR, paragraph M7005-4, item 3, installation commanders may authorize transportation of HHG to that area. JTR, paragraph M8253-4, and paragraph 2-3*a*(1) apply.

b. When dependent travel to those areas at Government expense is not a factor, MACOMs may authorize a member's request for transportation of HHG to Puerto Rico, Alaska, Hawaii, or a US territory or possession. Members will show the relationship of the requested destination of the shipment with the residence of their family, home of record, or place from which they were ordered to active duty. Requests will show who will accept and maintain custody of the HHG. Justification is required—

(1) When the requested destination of the HHG is not the member's home of record, the residence of the member's family, or the place from which the member was ordered to active duty.

(2) If the person who will accept and maintain custody of the HHG is not a member of the military member's immediate family.

4-9. Local movement of military member's HHG incident to PCS orders. Local movement of HHG (drayage/hauling) incident to PCS orders may be provided at Government expense when supported by a statement that the move was necessary as a direct result of the PCS. (See para 1-5*b*(5).)

4-10. Shipment between or within oversea commands. Arrangements for shipments between or within oversea commands are the responsibility of the oversea commander at point of origin. The commanders concerned will develop mutually satisfactory procedures concerning shipments.

4-11. Erroneous and improper shipments. When personal property, through no fault of the member or employee, has been shipped improperly or unavoidably separated from his or her, request for authority or approval for reshipment will be forwarded by the destination TO to the origin TO.

a. When a commercial carrier or contractor is responsible for the improper shipment, the origin TO will take action to recoup the additional transportation costs.

b. A statement of the facts and identification of the funds to be recouped from the carrier is to be provided by letter to the Commander, US Army Finance and Accounting Center, ATTN: FINCH-D, Indianapolis, IN 46249, if assistance in recouping by offset is desired.

c. A summary of facts resulting in the reshipment will be made by the origin TO and will be placed in the shipment file.

4-12. Special routing and services. *a.* When a military member's shipment is moved under JTR, paragraph M8009, the TO will perform the following actions:

(1) Obtain a written statement from the member which reflects—

(*a*) The routing/services desired.

(*b*) Agreement to pay all additional costs occasioned by the request.

(*c*) Reasons why the shipment is originating from other than the member's last duty station. (Provide this information only if special routing is requested.)

(2) Attach the statement in (1) above to the DD Form 1299.

(3) Mark the PPGBL as follows: "Paying Office Review is Required. Shipment from (*city/state/county*) to (*city/state/county*) only is authorized. Special routing requested by member." If shipment is made by the direct procurement method within the DTS, one copy of the Transportation Control and Movement Document (DD Form 1384) (TCMD) will be marked in the same manner as the GBL.

(4) Send the PPGBL or TCMD with supporting documents to the Commander, US Army Finance and Accounting Center, ATTN: FINCH-B, Indianapolis, IN 46249.

b. After receipt of the PPGBL or TCMD, the Commander, US Army Finance and Accounting Center will collect the excess costs in accordance with the member's entitlement.

c. The origin TO will collect all identifiable costs, prior to shipment, from members who will not remain in a pay status after shipment (discharge or relief from active duty) or are being rotated with less than 180 days of active duty remaining.

4-13. Shipment under temporary (TDY) orders. *a.* Normally, military members assigned TDY or temporary additional duty require only baggage that is shipped accompanied and free on their ticket. Additional items may be needed when the TDY assignment is for an extended period or when the free baggage allowance is limited by the mode of travel; such as travel by air. In such cases, unaccompanied baggage or HHG may be shipped at Government expense under JTR, paragraph M8200, provided—

(1) The member furnishes a statement indicating the property to be shipped is for the member's personal use or health, or is necessary to preclude hardship to the member while performing the tem-

porary or temporary additional duty involved. This statement will accompany the member's request for authorization and will be furnished to the commanding officer or order issuing authority.

(2) Authorization for shipment, indicating weight authorized to be shipped is cited in the orders (AR 310-10, app B, item B-12).

(3) The weight authorized to be shipped does not exceed the allowance in the table of weight allowances. See JTR, paragraph M8003-1.

b. The weight of professional books, papers, and equipment is in addition to the authorized temporary change of station weight allowance when such items are certified by the member as being necessary in the performance of the assigned official duties.

4–14. Shipment for members on PCS orders transferring them to personnel centers for reassignment, discharge, or retirement. *a*. Members returning to CONUS for discharge or retirement or under orders which do not assign a permanent duty station, under JTR, paragraphs M8260-2 and -3, may ship HHG from the oversea duty station to the CONUS point to which ordered to report (processing station). Nontemporary storage may be provided if JTR, paragraph M8101, apply. If the member will not be taking physical possession of the HHG at the point to which ordered to report—

(1) The shipment will be consigned to the CONUS port of debarkation and marked "Hold for military instructions" or "For nontemporary storage" as appropriate.

(2) The member will prepare a DD Form 1299 to designate the TO at the port of debarkation as consignee.

(3) The overseas TO will furnish the applicant an additional DD Form 1299 with written instructions to complete and forward it to the appropriate port TO as soon as reassignment, discharge, or retirement orders are received. (If the port of entry is not known, the member will be instructed to forward these papers to the proper MTMC Area Command.)

(4) HHG will be stored by the receiving terminal, JTR, paragraph M8101-2*b*. Nontemporary storage at Government expense may not exceed 1 year from the date of termination of active duty, except under JTR, paragraph M8262-4. Temporary storage may not be provided incident to shipment from nontemporary storage facility to home of selection, except as stated in JTR, paragraph M8262-3*d*.

b. Shipment of HHG or baggage is not authorized at Government expense beyond the CONUS point to which ordered to report, except as provided below.

(1) Members returning to CONUS for separation from the service who are not entitled to ship to home of selection. When such members indicate they are not going to continue in the Service and desire to ship their property from overseas, a designated place, or from nontemporary storage direct to a location within CONUS—

(*a*) Reshipment of the same lot of HHG after separation is not authorized.

(*b*) Members must sign the following statement on the DD Form 1299. "I understand this shipment is in place of all transportation at Government expense of this portion of my authorized weight allowance incident to separation."

(*c*) The shipment will be under JTR, paragraph M8261.

(2) Members returning to CONUS for retirement or discharge with entitlement to ship to home of selection. When such members desire shipment of their property from the last oversea duty station to a location within CONUS—

(*a*) The shipment is under JTR, paragraph M8260-3.

(*b*) Property shipped to CONUS destinations beyond the port holding areas or beyond CONUS processing stations may be reshipped at Government expense after discharge or when retirement orders are issued. However, members will pay all costs in excess of the cost of shipment in one lot to the home of selection via the processing station. When shipment is made to a point other than the member's home of selection, or part to such home and part to some other point, the member will pay all costs in excess of the cost of shipment in one lot to the home of selection via the processing station.

(3) Members returning under orders which do not assign a permanent duty station or assign member to temporary duty pending further orders, and medical evacuees who have not been assigned to a specific hospital at time of departing oversea area. These members are entitled to shipment to their new permanent duty station or hospital. Shipment of property to any other point may result in excess costs and will exhaust members' entitlement to

shipment of that lot of property at Government expense incident to their return from overseas. Shipment is authorized from all or any combination of the following—

(*a*) Last permanent duty station overseas.

(*b*) Place of storage.

(*c*) Designated location.

4-15. Shipment of HHG for military members being separated. *a*. After discharge, members who do not reenlist on the day following the date of separation may ship HHG—

(1) From all or any of the following:

(*a*) Last permanent duty station.

(*b*) Place of storage.

(*c*) Designated location.

(2) To the point to which the member draw travel pay.

(3) To another point, but only if members pay any excess costs involved before shipment.

b. Members who are discharged and reenlist on the day following the date of separation may—

(1) Ship HHG to their new permanent duty station at Government expense. Shipment of HHG to another point may result in excess costs and will exhaust the member's entitlement to shipment of that lot of property at Government expense. JTR, paragraph M8011, applies.

(2) Ship HHG from all or any of the following:

(*a*) Last permanent duty station overseas. Shipment from the last permanent duty station overseas will be returned to CONUS port areas marked "Hold for military instructions."

(*b*) Place of storage.

(*c*) Designated Location.

c. After retirement, members may ship HHG—

(1) From all or any of the following:

(*a*) Last permanent duty station overseas. When the member requests nontemporary storage incident to retirement or discharge orders, HHG will not be consigned beyond the CONUS debarkation point. The responsible CONUS port TO, when advised of such request, will designate the place of nontemporary storage.

(*b*) Place of storage.

(*c*) Designated location.

(2) To the home of selection or to another point (subject to payment of excess costs by member).

4-16. Extension of time limitation. Authorization or approval criteria for extension of the time limitation for travel and transportation entitlements to a home of selection for military members are shown below. A copy of the document granting the extension will be kept by the member.

a. For Members undergoing hospitalization or medical treatment on date of termination of active duty or during the 1-year period following termination of active duty. JTR, paragraphs M4158-2*b*, M7010-2*a*, and M8262-4 apply. Requests from these members for extension of the time limitation will be supported by a copy of the retirement orders or other pertinent authority. Members must also furnish a signed statement from the attending physician where hospitalization or treatment was provided. This statement will contain the following data:

(1) Member was undergoing hospitalization or treatment on the last day of active duty or during the 1-year period subsequent to termination of active duty.

(2) Hospitalization or treatment was continuous. Statement will cite inclusive dates.

(3) A brief description of the member's illness.

(4) Date or projected date of member's discharge from hospital or release from medical treatment.

(5) Travel before a specified date would be detrimental to the member's health and welfare.

(6) Medical treatment required was of a specialized nature and was not readily available in the area of the home of selection.

b. For members undergoing education or training. JTR, paragraph M4158*c*, M7010-2*b*, and M8262-5, apply. Extension beyond the completion date of the education or training program will normally be limited to 6 months. Participation in the study program may be on a full- or part-time study basis (excluding normal holidays and vacation periods). Requests for extension will be supported by a copy of the retirement order or other pertinent authority. Members will also furnish a signed statement from the registrar of the educational or training institution. The statement will contain the following information:

(1) Complete designation of the education or training institution.

(2) Nature of training or education.

(3) Contemplated date of completion.

c. For other deserving cases. Basic criteria for granting extensions of the 1-year time limitation are in JTR, paragraphs M4158-2*d*, M7010-2*c*, and M8262-6. Examples of other deserving cases, as cited by the Comptroller General (B-126158, 21

April 1976 and B-207157, 2 February 1983), are shown below.

(1) Terminal illness within the year on the part of the member or the spouse.

(2) Death in the immediate family near the time of the planned move.

(3) Construction of a retirement home delayed by labor strikes.

(4) Other unforseen circumstances beyond the control of the member.

(5) A doctor retires while stationed overseas and volunteers his medical services to aid refugees.

(6) A member retires and his or her spouse is also a member who must wait an additional 2 years to retire.

(7) A retired member's spouse is undergoing medical treatment (not considered a terminal illness). For personal reasons, the member and spouse elect to continue treatment with original doctor to enhance chances of a speedy recovery.

(8) A member retires while stationed overseas and accepts employment with a defense contractor in a position critical to the contractor's mission.

4–17. Assignment to Government quarters administered by another military Service. When an Army member is directed to move into quarters administered by another military Service, the cost of drayage of such HHG is properly chargeable to the Operation and Maintenance, Army (OMA) account of the Army installation to which the member is assigned for administrative purposes. This does not apply when the member moves into such quarters incident to PCS orders.

4–18. Termination of Government quarters.

a. When military member retires. Members who live in Government quarters and receive retirement orders authorizing shipment to home of selection, (JTR, para M8262), are entitled to drayage of their HHG to a temporary residence in the vicinity of the Government quarters, to nontemporary storage, or both. This storage will not exceed 1 year from the date of termination of active duty. Shipment to home of selection is authorized from nontemporary storage and temporary residence to which property was drayed (JTR, para M8262-12). Temporary storage is not authorized in connection with local drayage.

b. Upon discharge of a military member. A member living in Government quarters who receives discharge orders and is required to vacate Government quarters is entitled to drayage of HHG at Government expense from the vacated quarters to a temporary residence in the vicinity of the permanent duty station. Temporary storage is not authorized in connection with local drayage. Subsequent shipment is authorized from the temporary residence to place the member will draw travel pay. (See JTR, para M8261-7.)

c. When dependents no longer reside with military member (no PCS involved).

(1) JTR, paragraph M8309, authorizes drayage and storage of HHG when a member is directed to move from Government quarters because of a Service requirement.

(2) Drayage and storage are not normally authorized when quarters are assigned or terminated due to personal problems or for the convenience or morale of the member. However, some moves which involve personal problems may be considered involuntary when vacating of quarters is directed because dependents no longer reside with the sponsor. Typical instances are as follows:

(*a*) A member is divorced while occupying Government quarters.

(*b*) A member's spouse and children return to parent's home due to financial difficulty.

(*c*) The member's spouse returns to parent's home for the balance of the member's tour of duty to care for an ailing parent.

(*d*) A member and spouse separate, but do not divorce, and the spouse and children move into civilian housing in the area of member's duty station.

(3) Packing, crating, unpacking, and uncrating incident to drayage and storage for cases cited in (2) above are authorized under JTR, paragraph M8309-1. This does not include authority for shipment at Government expense.

(4) Unless authorized by DA, assignment of quarters to military members will be terminated, in writing, by the installation commander when dependents no longer reside with the member occupant. (See AR 210-50, para 3-26).

Section II. SHIPMENT OF HOUSEHOLD GOODS AND UNACCOMPANIED BAGGAGE FOR NONAPPROPRIATED FUND EMPLOYEES TO, FROM, OR BETWEEN OCONUS DUTY STATIONS.

4–19. General. When nonappropriated fund (NAF) employees make application for shipment of personal property, TOs will—

a. Review orders issued by the NAF activity to determine the employee's shipping entitlements.

b. Use traffic management procedures contained in DOD 4500.34-R.

4-20. Procedures. *a*. TO will annotate on the PPGBL.

(1) In the Charges To Be Billed To Block—

(*a*) For AAFES employees: Army and Air Force Exchange Service, ATTN: DD-N, Dallas, TX 75222.

(*b*) For Army NAF employees other than AAFES: Custodian, Army Morale Support Fund, PO Box 107, Arlington, VA 22210.

(2) In the Appropriations Chargeable block—

(*a*) For AAFES employees: AAFES to be billed.

(*b*) For Army NAF employees other than AAFES: Army Morale Support Fund to be billed.

b. On preprinted PPGBLs, the TO will line out the finance office in the Charges To Be Billed To block.

c. Normally, the origin TO will select the TGBL method (Codes 4, 5, 7 or 8) to ship the personal property of NAF employees. The TGBL carriers' single factor rate does not include oversea and CONUS port handling costs for Code 5 nor over-ocean costs for Codes 5, T, and J. Collections for these costs will be made under DOD 4500.32-R, volume II, paragraphs 2-3 or 2-8.

★ Section III. (Rescinded.)

Section IV. SHIPMENT OF HOUSEHOLD GOODS BY AIR

4-23. Policy. *a*. Air transportation is considered a premium cost mode of transportation. It may be authorized or approved to ship HHG when a surface mode or combination surface and air mode will not satisfy the member's or employee's needs. Authorization or approval is not required when air transportation is the lowest cost mode.

b. Personal property will be moved via MAC or a combination of MAC and surface modes when use of air transportation is required. Commercial air will be used only when both surface and MAC (individually or collectively) are unable to satisfy essential delivery requirements of the property.

c. When air shipment of HHG is authorized or approved, the unaccompanied baggage shipment will be consolidated with the HHG shipment when possible. This will eliminate the need for multiple shipments.

d. Adequate controls must be established and proper judgment used in the selection of air transportation for shipment of HHG.

4-24. Authorization or approval. *a*. Air shipment may be authorized or approved if any of the following conditions exist:

(1) Use of other modes of transportation will not meet the member's or employee's delivery needs, will result in a lengthy delay in the arrival of HHG at destination, will cause extreme hardship, or will result in substantial out-of-pocket expense to the member or employee.

(2) Compassionate reasons exist, such as death or illness in the immediate family, or there are special requirements of a handicapped member in the immediate family.

(3) Shipment of unaccompanied baggage by air or surface modes will not satisfy the delivery needs of the member or employee until the balance of the HHG arrives at destination.

b. The TO will consider the following in authorizing or approving requests for air shipment:

(1) Cost of each shipment.

(2) Administrative costs that are known or can be estimated, such as transportation costs (including packing, drayage, and storage-in-transit (SIT)) and costs to the Government for loss and damage claims.

(3) The member's or employee's ability to receive the property upon its arrival at destination to avoid SIT due to shipping by air.

c. When an MTMC area commander is requested to authorize or approve an air shipment, the commander will consider if there is sufficient time for the shipment to reach destination via surface before expiration of the required delivery date (RDD) plus 10 days.

d. Procedures for air shipment are as follows:

(1) The origin TO will provide the approving authority the following information with the request for authorization or approval to ship HHG by air:

(*a*) Name, grade, and duty assignment of member or employee.

(*b*) Port call date and transit time (including leave and temporary additional duty) of member or employee and dependents.

(*c*) Estimated weight of shipment—gross and net.

(*d*) Point of origin and destination of shipment.

(*e*) Earliest date shipment can be released.

(*f*) Date shipment is required at destination.

(*g*) Date when permanent type quarters will be available to member at destination.

(*h*) Justification for air shipment, to include a statement of circumstances involved.

(*i*) Estimated charges by air and the next lower cost mode. Include the complete cost comparison data used as the basis for selecting air.

(*j*) Estimated transit time by both modes.

(*k*) Amount of unaccompanied baggage shipped separately.

(2) Shipments entering the Defense Transportation System will be cleared and documented by DOD 4500.32-R.

(3) The TO will insure that the code of service and carrier selected can provide satisfactory service to the actual destination of the property.

(4) Records of authorized or approved air shipments will be maintained by the authorizing or approving authority for review by DA, or other competent authority, when required.

(5) When a port commander authorizes or approves air shipment, he or she will—

(*a*) Find out why the property was not received at the port in time for shipment via surface means.

(*b*) Take action to preclude recurrence of similar instances.

4–25. Areas designated as "hardlift" for shipment of HHG. *a*. HHG may be transported via MAC or commercial carriers to and from hardlift areas. Such areas are listed by country, in volume II of the PPCIG and in appendix C of this regulation. Shipment of HHG to and from hardlift areas is authorized without command authorization.

b. Assignment instructions for personnel destined to hardlift areas will contain authority for shipment of HHG by air.

c. Requests for the designation of a country as a hardlift area will be submitted through the oversea MACOM to the Director of Transportation, Energy and Troop Support, ODCLSOG. Such requests will be supported by the following data:

(1) Transit time of air shipments versus transit time of surface shipments. This will include—

(*a*) Transit time data for each air and surface household goods and unaccompanied baggage code of service available in the area.

(*b*) Total number of shipments to and from the area. Indicate number which arrive after the RDD and are placed in SIT.

(2) Frequency of sailings to and from the area, including foreign flag sailings. Include the number of requests to MSC to use foreign flag carriers and the number or refusals.

(3) Combination of modes available (such as air and surface), and the availability of retrograde TP-4 cargo space on MAC aircraft.

(4) The number and cost of claims for damage or loss for each code of service available.

(5) Problems related to safeguarding of shipments through foreign ports to inland destination.

(6) A cost comparison analysis of each code of available approved service using actual average weights and average SIT charges. Indicate, in order of priority, the cost effectiveness.

(7) Comments and recommendations of the major oversea command, DIA, or a unified command regarding the request for hardlift designation.

d. Commanders of MACOMs, DIA, or unified commands will—

(1) Maintain a current status of hardlift areas listed in PPCIG, volume II, and in this regulation.

(2) When requesting a change to designation of a hardlift area, provide ODCSLOG the data required in *c* above.

Section V. CUSTOMS REQUIREMENTS

4–26. Personal property shipments entering into the customs territory of the United States (CTUS). Guidance on limitations, restrictions, and responsibilities for customs clearance of personal property entering into the CTUS for persons traveling on Government orders are in DOD 5030.49-R.

4–27. Personal property shipments entering into foreign countries. *a*. Origin TO will—

(1) Advise the member or employee of the following:

(*a*) Entry requirements into the foreign country concerned.

(*b*) That customs entry requirements are a personal matter between the member and the foreign government concerned.

(*c*) To contact the nearest consulate or embassy of the country concerned for specific information regarding customs, immigrations, and quarantine entry requirements. Early contact with the consulate or embassy should be stressed as many countries require 6 months or longer to process documents for admission of personal property. Also, many countries require payment of customs and other entry fees before shipment.

(*d*) Customs agreements between US and foreign countries for US Military members and civilian employees do not apply to military members who retire or separate and ship personal property to a foreign country.

(2) Annotate the DD Form 1797 to show that the member or employee has received specific advice regarding entry requirements into the foreign country. The member or employee will place his or her initials after the counselor's statement.

(3) When shipments are made to a foreign country incident to dependents traveling to a foreign country where the sponsor is not stationed, or incident to members retiring or separating to a foreign country, annotate PPGBLs and supporting documents as follows: "RETIREMENT SHIPMENT," "SEPARATION SHIPMENT". or "DESIGNATED DEPENDENT SHIPMENT" as appropriate.

b. The TO at port of embarkation will—

(1) Provide required customs certificates and declaration to travelers.

(2) Inform travelers how to distribute or display these items, as required by the customs authorities.

Section VI. RESTRICTED AREAS AND SPECIAL SHIPPING REQUIREMENTS

4–28. General. *a*. Information on oversea area customs restrictions and special requirements for shipment of HHG, POVs, privately-owned firearms, and pets to oversea areas is in PPCIG, volume II.

b. The information in the PPCIG does not apply to Army attache personnel unless so stated. Army attache personnel are provided a post report which contains such information. If information other than that provided in the post report is needed, it may be obtained from the Director, Defense Intelligence Agency, ATTN: AA-5, WASH DC 20301.

4–29. PPCIG updating procedures. Each personal property shipping office located in oversea areas will insure that information in PPCIG, volume II, which pertain to their area of responsibility, is current, clear, and concise. Any corrections or additions should be submitted to one of the offices shown below for coordination with the other Services. These offices will, after agreement from the services, submit input for the PPCIG to HQ, MTMC.

a. Chief, MTMC Field Office-Europe, ATTN: ECJ4/7, Vaihingen, Germany.

b. Chief, MTMC Field Office-Pacific, Fort Shafter, Hawaii 96858.

c. Commander, 172d Infantry Brigade (Alaska), ATTN: AFZT-DI-TA, Fort Richardson, Alaska, 99505.

d. Commander, 193d Infantry Brigade (Panama), ATTN: AFZU-DI-TJP, Fort Amador, Panama.

Section VII. SHIPMENT OF EXTRAORDINARY VALUE AND OTHER ARTICLES OF SUBSTANTIAL VALUE

4–30. Requirements for shipment. *a*. Expensive and valuable items may be included in an HHG or unaccompanied baggage shipment if the TO feels that this will provide the required protection and security for the items.

b. A separate shipment of expensive and valuable items is authorized if—

(1) The owner (member or employee) wishes to purchase insurance for the protection of the items.

(2) The TO determines that inclusion of the items in the HHG or unaccompanied baggage shipment will not provide the needed security for the items.

c. Owners should be urged to handcarry or make other provisions for small and easily pilferable items such as cash (including all negotiable instruments), expensive and valuable jewelry, watches, cameras, and coin collections.

d. If an owner intends to ship articles valued above the maximum amounts allowable for payment as set forth in table 4-1, he or she should be urged to procure sufficient insurance to cover the true value of the articles. (See para 4-31.) If the owner—

(1) Does not wish to purchase insurance only one PPGBL or DD Form 1384 is required.

(2) Wishes to purchase insurance for the protection of expensive and valuable items, the cost of insurance may be lower if a separate shipment of the items is requested. A DD Form 1299 and a PPGBL or DD Form 1384 must be issued for this separate shipment, which will be at no additional cost to the owner.

e. Shipment will be made direct from and to the owner or owner's agent at points of origin and destination, or as indicated in the PPCIG for the particular destination installation.

4–31. Supplemental protection. *a. General.*

(1) The Government is limited by statute to pay no more than $25,000 on a claim which arises as the result of a single incident.

(2) Payment for claims for loss of, or damage to specific expensive and valuable items shipped will not exceed the maximum amounts set forth in table 4-1. (For an expanded listing, see AR 27-20, table 11-2.) Where no maximum amount per item or per claim is provided, the maximum amount allowable for payment will not exceed the amount considered reasonable under the circumstances. All losses must be substantiated and the burden is on the claimant to establish the value of the item(s). Thus, owners should retain bills, receipts, appraisals, etc., separate from the shipment, in the event of loss of their property.

(3) If an owner intends to ship articles valued above the maximum amounts allowable for payment, the owner should be urged to procure supplemental protection to cover the true value of the articles. General information on supplemental protection is given below. For specific guidance, the owner should contact the local staff judge advocate.

b. Commercial trip transit insurance. Commercial trip transit insurance is available on interstate shipments of HHG within the US and may be available on oversea shipments. It may be obtained from an insurance company or, in the case of oversea or intra-State moves, from a carrier. Trip transit insurance is expensive and must be obtained for the full value of all the property in the shipment to insure full coverage. Failure to insure for full value of all the property in the shipment may result in the owner becoming a co-insurer (the owner is not fully covered, and the recovery will be proportionately less than the full value of any specific article).

c. Excess value coverage. Additional protection may be obtained on an interstate shipment within CONUS by declaring an excess valuation on the PPGBL and DD Form 1299. Where the carrier's released liability would otherwise be 60 cents per pound per item, the property owner may increase that liability to full value per item at the time of application for shipment by declaring a dollar valuation at least equal to the weight of the shipment multiplied by 1¼. The property owner may declare a higher valuation if he or she desires. The charge for this type of coverage is 50 cents per $100 of declared valuation (or $5 per $1,000). The cost is billed to the owner on his or her pay voucher by the finance office. There is no coinsurance problem; a valuation less than the actual value of the goods may be declared, and any loss suffered will be covered up to the amount of that declaration. Thus, for example, on a shipment weighing 10,000 pounds with an actual value of $30,000 but a declared value of $12,500 (the minimum declaration, for which the service member would be charged $62.50) the owner could collect a full $4,000 for an oriental rug worth that amount. Of course, as in any other loss or damage situation, the value of the loss or damage must be proven.

d. Other types of commercial insurance.

(1) Ordinary personal property insurance covers only certain named risks and does not protect against all types of transportation losses.

(2) All-risk insurance for specifically scheduled items is available at a higher cost.

(3) Personal property and all-risk insurance normally covers other types of losses in addition to transportation. They are generally considered to be permanent insurance.

(4) Owners should determine if they should procure protection in addition to personal property/all-risk insurance. Owners should study the terms of the policy carefully so they are aware of the perils covered and whether there is a co-insurance clause.

Section VIII. CONTROL OF GOVERNMENT-OWNED HOUSEHOLD GOODS SHIPPING CONTAINERS

4–32. Responsibility of transportation officers (TOs). Although not charged with formal accountability, the TO is responsible for efficient use, receipt, inventory, requirements determination, and disposition of Government-owned shipping containers. The TO will—

a. Maintain management control of containers to prevent loss and misuse.

b. Insure that containers are properly packed and marked in accordance with—

(1) Military Standard 212D for direct procurement method (DPM) shipments.

(2) Tender of Service for International Through Government Bill of Lading (ITGBL) shipments.

c. Insure that PPGBLs are annotated under DOD 4500.34-R, paragraph 6009*b*(13)(*g*), whenever Government-owned containers are used by ITGBL carriers.

d. Store containers to prevent deterioration from exposure to weather.

e. Control use of overflow containers to insure minimum usage.

f. Determine cost of container recovery from remote locations.

4–33. Utilization criteria for HHG shipping containers. *a*. Containers will be used only for personal property shipments of DOD-sponsored personnel who are entitled to shipment or storage under authority of the JTR.

b. Type II containers (Fed Spec PPP–B–580) will be used rather than other types of boxes and crates in the containerization of personal property for transportation or storage.

c. Use of overflow containers will be authorized only when the contractor can justify their use as shown below.

(1) The remaining articles of a particular shipment will not justify the use of another Type II container.

(2) The articles will not fit in a Type II container because of size or configuration.

d. Overflow containers will be kept to a minimum. They will be constructed under Federal Specification PPP–B–601, Table III, Style A or B.

e. DPM contractors must pack personal property in shipping containers under Military Standard 212D, Preparation of Household Goods for Shipment and Storage and Related Services.

f. Containers will normally be considered as unfit for use and beyond economical repair when cost of repair will exceed a one-time expenditure of 60 percent of the container replacement cost.

4–34. Requirements determination. The TO will perform an annual forecast of future container requirements for submission to the installation supply officer. Factors to be considered will include actual number of containers on-hand and on requisition, an estimate of containers to be received from inbound shipments, and an estimate of usage based on experience.

4–35. Informal accounting procedure. The TO will—

a. Maintain an informal accounting procedure for all Government-owned containers for control purposes on a ledger record. (A sample format is shown in fig 4–1.)

b. Retain completed ledger in an inactive file for 1 year.

c. Take an inventory of all Government-owned containers semiannually to reconcile the ledger record.

4–36. Request and turn-in. *a*. Requests for containers will be submitted under AR 710-2, paragraph 2–18, on an "as required" basis. In oversea areas, the supply officer will insure that bulk quantities of containers are procured locally when the unit cost is less than the General Services Administration catalogue cost per unit plus transportation and related costs. These related costs will include export charges, ocean transportation and terminal charges and surface transportation to and from ports. Local procurement must meet the criteria for off-shore procurement under the Defense Acquisition Regulation (DAR).

b. Turn-in of containers will be under AR 710-2, paragraph 2-23. Containers determined unfit for use and beyond economical repair will be reported to the Property Disposal Officer for disposal.

c. When the recovery of serviceable Government-owned containers exceeds the cost of a replacement container, enter the estimated recovery costs on the ledger record. Further accountability for these containers will be discontinued.

4–37. Surveillance of Government-owned containers in possession of the commercial contractor. *a*. For DPM contractors, the TO will—

(1) Insure that the contractor keeps adequate records of containers received and used.

(2) Obtain receipts for containers issued to the contractor.

(3) Insure that the contractor uses containers only for Government-sponsored shipments.

(4) Maintain surveillance to assure that containers are disposed of as prescribed in paragraph 4-36*b*.

(5) Insure that the containers are identified as Government-owned with the marking "US PROPERTY" clearly visible on one end and side of the container under Military Standard 212D.

(6) Insure that the contractor is storing Government-owned containers with sufficient protection to prevent deterioration from the elements.

(7) Document violations by DPM contractors and report them to the contracting officer.

b. For ITGBL carriers, the TO will—

(1) Comply with *a*(2) through (6) above when providing Government-owned wooden containers to the ITGBL carrier under the terms of the military rate tender.

(2) Mark on the PPGBL the number of the Government-owned containers provided the carrier under DOD 4500.34-R, paragraph 6009*b*(13)(*g*).

(3) Handle misuse of Government-owned shipping containers by ITGBL carriers under DOD 4500.34-R, paragraph 6005.

Table 4–1. Maximum Compensation for Loss and Damage to Personal Property Shipments

	Type or category of property	*Maximum amount allowable*
A.	Air conditioners	$750 per item
B.	Books (does not include lecture notes and theses which are compensable only to the extent of the out-of-pocket expenses incurred in preparing the item, such as cost of paper or other materials therein)	$1,800 per claim
C.	China (fine)	$1,500 per claim
D.	Crystal (fine)	$1,500 per claim
E.	Clocks (Grandfather and Grandmother clocks only, unless collection or antique)	$1,000 per claim
F.	Electrical, gas, and other major appliances	$750 per claim
G.	Firearms	$350 per item $1,500 per claim
H.	Foodstuffs:	
	In shipment, nonperishable only	$100 per claim
	Shipped to remote area or at quarters	$300 per claim
I.	Furs (coats, stoles, capes, hats, collars, etc.)	$750 per item $1,500 per claim
J.	Hobbies and collections (including stamps, coins, electric trains, firearms, phonograph records, tape recordings, sporting equipment, etc.)	
	For one collection or hobby or for a combination of collections or hobbies	$1,500 per claim
K.	Jewelry:	
	Costume ($100 or less per item)	
	Transportation	$250 per claim
	Under other circumstances	$500 per claim
	HI-VAL (over $100 per item)	$500 per item $1000 per claim
	Watches	$150 per claim
L.	Linens:	
	Fine expensive	$250 per item $750 per claim
	(These maximums apply only when value is established; otherwise, reasonable replacement is awarded).	
M.	Musical instruments, equipment, and supplies	
	Pianos and organs	$2500 per item
	Other musical instruments	$1000 per claim
	Stereo system (including tape recorders)	$500 per item $1500 per claim
N.	Objects of art, sculpture, figurines, etc	$350 per item $1000 per claim
O.	Paintings and pictures (including frames)	$350 per item $1250 per claim
P.	Personal memorablia (includes snapshots, snapshot albums, scrapbooks, baby albums, souvenir albums, emblems, award plaques, trophies, movie films, photographic slides. Excludes scenic slides and wedding albums)	$500 per claim
Q.	Photographic Equipment, expensive (cameras, projectors, lenses and screens)	$1500 per claim
R.	Rugs	$3000 per claim
S.	Silverware (Sterling Silver Flatware and Holloware, includes Silver Plate and Stainless Steel Flatware and Holloware)	$3000 per claim
T.	Sporting Equipment and Supplies	$1500 per claim
U.	Tools (when shipped in automobile)	$100 per claim
V.	Toys (includes all children's playtoys and games. DOES NOT INCLUDE electric trains, bicycles, tricycles, wagons)	$500 per claim
W.	Wedding albums	$250 per claim
X.	Wedding gowns	$250 per claim
Y.	Wigs (includes hairpieces)	$500 per claim

GOVERNMENT-OWNED CONTAINER CONTROL RECORD									
			OVERFLOW						
1	2 TYPE II	3 RUG BOX	4 UNDER 40	5 40-90	6 90-150	7 150-250	8 OVER 250	9 DISPOSITION	REMARKS
Jones, L.	1							UNSERV PDO-4765	
Jones, L.	1							Casper	GBL F440-660-02
Jones, L.		2		1				2 Hope, L. 1 Jasper	
Jones, L.			1					U/R - 1	90 miles/$30 for recovery
Smith, J.	2				1				Smith Storage & Van Co.
Smith, J.						1		Carlson	Smith Storage & Van Co. GBL F400-600-3
New 4760-1	50							DPM Contractor 50	See attached receipt and disposition provided by DPM contractor

NOTE: A ledger record, used to control wooden Government-owned containers issued to DPM contractor and ITGBL carriers, will be maintained as follows:

a. Indicate, under column 1, source of containers. List service member's name when inbound Government-owned container is received. When new containers are received, show supply voucher number.

b. List quantity of containers received under columns 2 - 8 which most nearly describes the type or cubic size of the containers.

c. Under column 9, show disposition of container (i.e., member's name when used for outbound shipment, supply voucher number when turned into property disposal officer (PDO), or contractor's name when bulk quantities are issued under DPM contract).

d. The names in colums 1 and 9 are for identification of the source and disposition of a container only. The actual container need not be shipped as posted on this control since it may be more practical for the contractor to use the most accessible container.

e. When recovery of containers is uneconomical, place "U/R" in column 9 and indicate estimated recovery cost in remarks.

Figure 4-1. Sample format of a Government-Owned Container Control Record

CHAPTER 5

WEIGHT OF HOUSEHOLD GOODS

5-1. General. The weight allowances prescribed for military members in JTR, volume I, chapter 8, and for civilian employees in JTR, volume II, paragraph C8000, are the maximum weights of HHG which may be shipped at Government expense. The maximum weight for other authorized persons will be shown in their orders.

5-2. Members assigned to the Defense Attache System. For such members, the Director, DIA will act in place of the oversea commander for limiting or restricting the weight of HHG on a case-by-case basis.

5-3. Unaccompanied members or employees and those without dependents. Unless otherwise authorized, such persons (excluding US Defense Attache personnel) are limited to their baggage allowance, plus PBP&E when proceeding to oversea stations.

a. Oversea commanders may authorize shipment of HHG to their commands, in addition to baggage and PBP&E.

(1) Authorizations may be granted on an individual or a blanket basis.

(2) Blanket authorizations may be granted for the area of a particular installation or for an oversea command as a whole. They may apply to all ranks or to specific ranks for which a requirement exists.

(3) Blanket authorizations for more than 500 pounds net weight of HHG may be granted when—

(*a*) The oversea command cannot provide Government-owned items for the member's health or items needed to preclude hardship to the member.

(*b*) The quarters available for the member can accommodate the additional HHG.

(4) This authority will not be used as a means of providing HHG support for unauthorized dependents.

b. The weight allowance on HHG from oversea areas for members without dependents will be the same as that for members who served a "with-dependents" tour. For unaccompanied members, oversea commanders may authorize return shipment of HHG in excess of that authorized to be shipped into the command, on a individual basis, when circumstances warrant.

5-4. Couples to and from oversea areas not administratively weight restricted. *a*. When both husband and wife are military members, each has an individual entitlement based on grade and length of service. On concurrent assignments to duty station or areas where there is no administrative weight restrictions on HHG, up to the combined total of the two prescribed PCS weight allowances may be shipped at Government expense under JTR, paragraph M8003-3.

b. If both husband and wife are DA civilian employees, the combined total of the two PCS allowances may not exceed 11,000 pounds under JTR, paragraph C8000-1, except as provided for in JTR, paragraph C4000-2.

c. If a military member is married to a civilian employee, and both are ordered on PCS to the same permanent duty station, both the employee and the member may ship and/or store HHG so long as they do not exceed their combined weight allowances.

5-5. Professional books, papers, and equipment (PBP&E). *a*. *Military Members*.

(1) Members may ship PBP&E at Government expense. Shipments will be in the same manner and under the same conditions as HHG, except that the PBP&E will be packed and weighed separately. The weight of the PBP&E will not be charged against the member's prescribed weight allowance.

(2) TOs will insure that members are counseled regarding shipment of PBP&E. Members will certify on DD Form 1299 that PBP&E declared are necessary in the performance of official duties. To prevent after-the-fact declaration of PBP&E, item 8 of DD Form 1299 will be annotated by either the weight of the PBP&E, or the word "None."

(3) When PBP&E have been erroneously declared or declared in excessive amounts, the TO will provide a copy of the DD Form 1299 and PPGBL to the member's immediate commander or other authority for determination. If the commander deter-

mines that PBP&E items were not declared properly, the case will be referred to the appropriate finance and accounting office for action to collect monies due. Commanders may take other disciplinary action if required. Indication of improper declaration may consist of the following:

(*a*) Items declared as PBP&E not qualifying as such under the definition in JTR, volume 1, appendix J, which are identified during routine inspections of HHG shipments.

(*b*) PBP&E claimed reduces the member's chargeable net weight to or below the applicable weight allowance.

(*c*) Inordinately high declaration of PBP&E (10 percent or greater of member's authorized weight allowance).

(4) Military Affiliate Radio System (MARS) equipment. Shipment of MARS equipment at Government expense is authorized as professional equipment under JTR, paragraph M8004. Shipment of such equipment is contingent upon certification by the member that he or she is an active MARS member and that MARS equipment is necessary in the performance of his or her official duties.

b. Civilian employees. Civilian employees are authorized to ship PBP&E as provided in JTR paragraph C8007.

5–6. Excess weight. *a. General.*

(1) The owner (military or civilian) is responsible for insuring that weight allowances are observed (the total weight of HHG shipped plus the weight of HHG in storage does not exceed the authorized weight allowance).

(2) Origin TO will coordinate with the owner before acceptance of shipments, or the applications for shipment, to avoid or minimize excess costs.

(3) TOs will not refuse movement of shipments that are overweight.

(4) Except as cited in paragraph 8-2, members will be billed for all costs of handling and shipping HHG in excess of weight allowance authorized.

(5) The owner will be responsible directly to the commercial storage warehouse for any charges for excess weight in storage.

b. Shipments to and from oversea areas. The provisions in *a* above apply for shipments to and from oversea areas. Also, the following actions will be taken—

(1) The origin TO will annotate the PPGBL with authorized weight of HHG and unaccompanied baggage.

(2) When excess weight in a shipment exists, the origin TO will attempt to notify the owner to ascertain his or her desires before actual movement of HHG. If the origin TO is unable to notify the owner before actual movement, that fact will in no way relieve the owner from paying excess charges associated with the overweight.

5–7. Administrative weight restrictions. The weight of HHG shipments to and from oversea areas where public quarters or private housing is furnished with Government-owned furnishings will be administratively restricted. (See JTR, para M8003-2, or JTR, para C8002-1*b*.) Areas with such restrictions and the specified weight allowances are in appendix B.

Note: (For military members only) The PCS weight allowance used in determining administrative weight is that basic allowance cited in JTR, paragraph M8003, Table of Prescribed Weight Allowances (Pounds), and has no reference to the limitation imposed annually by the Department of Defense Appropriation Act.

a. These weight restrictions do not preclude storage, or shipment to a designated place, for the remainder of the full JTR weight allowance. However, in no event will the weight of HHG shipped, plus the weight of HHG stored at Government expense, exceed the full JTR weight allowance prescribed in JTR, paragraph M8003-1 or C8008-1.

b. The weight of unaccompanied baggage shipments, within the weight allowance prescribed in table 7-1, is in addition to the administrative weight allowances and is chargeable against the full JTR weight allowance.

c. The weight of PBP&E is in addition to the administrative weight allowance. For military, this weight will not be charged against the member's full JTR weight allowance (JTR, para M8004). For civilians, it is chargeable against the full JTR weight allowance (JTR, para C8007-4).

d. When a military member has PCS orders to an oversea area with TDY en route, the weight of the TDY allowance will be in addition to the member's administrative weight allowance.

e. Where both husband and wife are assigned and traveling as a family unit to the same oversea area and occupying the same quarters, the couple will be authorized to ship a single administrative weight allowance. The weight allowance will normally be based on the allowance of the higher ranking member. In addition, each will be entitled to an individual baggage allowance and to shipment of

PBP&E. The unshipped portion of the combined total of the two full JTR weight allowances may be placed in nontemporary storage or shipped to a designated location under JTR, paragraphs M8253, C8002-3*c*, and C8002-4.

5–8. Increases to administrative weight restrictions. Increases to administrative weight restrictions may be authorized as shown below; these increases will under no circumstances be used to increase a member's JTR weight allowance. All increases must be included in the orders authorizing the shipment. The TO will annotate the PPGBL to show the authorized weight of HHG and unaccompanied baggage. This will assist the paying office in determining excess costs.

a. Increases due to nonavailability of Government-furnished items.

(1) *Blanket increases.* Oversea commanders may authorize a blanket increase to the administrative weight allowance if there is a widespread shortage of specific items. They will determine when such increases are needed and the weight of the increase. This information will be provided to the Director of Transportation, Energy, and Troop Support, ODCSLOG.

(2) *Individual increases.*

(*a*) Family housing officers or managers will develop and maintain, for each housing area, a current list of authorized furniture and equipment (and their weights) which are not available for issue to incoming personnel.

(*b*) Family housing officers or managers will provide the office approving the application for dependent travel a statement showing the type of housing support (Government or local economy) to be used permanently by the sponsor. The statement will also include the items and their weights which will not be available for issue within 60 days after the arrival of the sponsor.

(*c*) The statement of the family housing officer or manager will be used to authorize incoming personnel an individual increase to their administrative weight allowance.

(*d*) When a blanket increase has been authorized under (1) above, no individual increase to the administrative weight allowance for those items is authorized.

(3) *Citing increases in orders authorizing shipment.*

(*a*) When concurrent travel is authorized, the weight of the increase authorized under (1) and (2) above will be included in the member's order (AR 310-10, app B, item B-38). When deferred or nonconcurrent travel is authorized, the increase will be included in the dependent travel authorization.

(*b*) The dependent travel approval message from the oversea command is to list the items not available for issue (and the weight to be allowed) when individual increase is authorized under (2) above. A copy of this message will be provided to the TO for use in counseling. While the member is being authorized an increase because of specific items not available for issue, the member may substitute unlike items.

b. Increases on shipments to oversea areas—individually requested. DA personnel may request an increase to administrative weight restrictions if any of the conditions in (1) through (7) below exist. These requests will be referred, with justification, to the commander of the oversea MACOM. Authorizations will specify the weight of HHG authorized for shipment in areas where only partial allowances of Government furnishings are provided. Records of increases made to administrative weight allowances will be maintained by commanders authorizing the increase. These records will be subject to internal audit and examination by the Inspector General (IG).

(1) When assigned to an area where furnished Government quarters or Government-furnished private housing is not available.

(2) When authorized by the oversea command to use private housing, without Government furnishings support, for the entire tour within the restricted area.

(3) For military members, circumstances exist which would cause a hardship if the restriction was imposed. For example, a sponsor who has six or seven dependents may require additional items of furniture, baby beds, toys, clothing, etc.

(4) For unmarried chaplains, if authorized to reside in family quarters, the oversea MACOM may authorize an increase as deemed appropriate.

(5) The oversea area where assigned is the sponsor's home of record, and private housing is owned and will be the residence of the sponsor and dependents during the tour of duty in that area. Government furnishings will not be provided in such cases.

(6) Member is retirement-eligible, and signs a statement indicating that the present PCS is the last assignment before retirement and the home of

selection after retirement will be the area assigned. This statement must also include an agreement to pay all costs for weight shipped in excess of the administrative weight allowance if the home of selection is not within the area of the PCS assignment.

(7) When assigned from an oversea full JTR weight allowance area to an administrative weight restricted area. Requests may be authorized if the costs of returning the excess HHG to CONUS for nontemporary storage plus the storage costs exceed the costs of shipping it to the weight restricted area plus returning it to the CONUS port of entry upon subsequent PCS.

c. Increases on shipments from administrative weight restricted areas. When administrative weight allowance has been increased on shipments to an oversea command under paragraph 5-7*d* or *a* or *b* above, that same increase is authorized when assigned from the command. When assigned from a weight restricted area, sponsors may request an increase to their weight allowance which was authorized to the oversea command under the conditions shown in (1) through (7) below. Requests will include justification for the increase. They will be sent to the major oversea commanders for authorization. The major oversea commander will maintain records of all authorized increases. These records will be subject to internal audit and examination by the IG.

(1) Sponsor was originally restricted but, due to unavailability of Government furniture, requested and was authorized to purchase additional personally-owned furniture. The request must include a statement from the local family housing office indicating the items which are not available and the constructive weights thereof.

(2) Member is entitled to ship to home of selection, separates from active duty in the administrative weight restricted area, and establishes a residence on local economy without Government furnishings support for at least 60 days.

(*a*) Member's request must include a copy of the lease or other proof that residence was established for at least 60 days, a statement that Government furnishings were not provided, and justification for establishing the oversea residence. Continuing education, sickness, and job training are valid reasons. Vacation travel is not a valid reason.

(*b*) Members in Government quarters may have their administrative weight allowance drayed at Government expense from those quarters to a temporary residence under JTR, paragraph M8262-12. Subsequently, shipment of the full JTR weight allowance (including property in nontemporary storage) to home of selection is authorized on retirement orders. The shipment from the temporary oversea residence to the home of selection will be the member's final move. The shipment will be consigned to final destination, and will not be marked "Hold at port for disposition instructions."

(3) Member is assigned consecutive full-tour assignments to administrative weight restricted areas.

(4) Member is on an extended tour of 1 year or more within the same administrative weight restricted area.

(5) Items are acquired after assignment to the restricted area through inheritance. Requests for shipment of items must be supported by a bona fide death certificate and a statement attesting to the inheritance facts. This statement will be signed by the sponsor and properly authenticated by a legal representative of the estate or the sponsor's adjutant or commanding officer. All of the inherited items will be listed on a separate DD Form 1701.

(6) Items are acquired through marriage. Requests for shipment must be supported by a written statement from the member. The statement will attest that the items were acquired through marriage which occurred after assignment to the restricted area, but before the effective date of the next PCS order. It will also state that the items were in the spouse's possession prior to the marriage. These items will be listed on a separate DD Form 1701.

(7) Circumstances exist which would result in hardship to the member if the administrative weight restriction was imposed.

5-9. Shipment from an oversea area incident to PCS subsequent to shipment from overseas under JTR, paragraph M8303. JTR, paragraph M8303, authorizes shipment of HHG from overseas in connection with transportation of dependents from the oversea area in unusual or emergency circumstances (JTR, para M7103). The weight of HHG which the oversea command authorizes on the member's PCS from that oversea area has no relation to the amount previously shipped incident to the early return of the member's dependents. Rather, the amount authorized from the oversea area incident to the member's PCS depends on the member's individual circumstances at the time of shipment.

5–10. Computation of weight allowance for military members. *a. Baggage.*

(1) The net weight of unaccompanied baggage, and authorized excess accompanied baggage, which is shipped at Government expense is chargeable against the member's permanent or temporary change of station weight allowance prescribed in JTR, volume 1, chapter 8.

(2) Accompanied baggage checked free on tickets is not considered as shipped at Government expense unless the Government pays for its delivery to or from the port. This includes accompanied baggage transported for members traveling to, from, or between oversea areas on MSC or MAC arranged transportation. When members transport their accompanied baggage to and from the port by personal means or at personal expense, it is not chargeable against their weight allowance.

(3) When the actual net weight of unaccompanied baggage is not known, the weight charged against the member's weight allowance will be as shown below.

(*a*) If shipped in a packed and crated condition via Through Government Bill of Lading (TGBL) codes 7, 8, and J or via the direct procurement method (DPM), 50 percent of the gross weight of the shipment shown on the shipping documents will be used. (The gross weight is the weight of the unaccompanied baggage, container, interior packing materials, and crating materials.)

(*b*) If shipped by any of the methods for shipping HHG, the weight will be computed as in *b* below.

b. Household goods.

(1) Shipment via TGBL of uncrated household goods.

(*a*) When the actual net weight of HHG is not known and shipment (either within CONUS or between CONUS and oversea areas) is made in an uncrated condition, the member will be granted a 10 percent allowance for the weight of packing materials used in the shipment.

(*b*) The charge against the member's weight allowance will be determined by subtracting 10 percent from the net weight of the shipment. The net weight of the shipment is that obtained by the commercial carrier and shown on the PPGBL, procurement document, or other shipping documents. The net weight of these shipments excludes the weight of materials used for padding, blocking, or bracing regardless of the type of outside container used.

(*c*) "Shipment of uncrated household goods" refers to those shipments where the billing to the Government is on the basis of net weight of property. This does not include the van or container in which moved. TGBL shipments in door-to-door Government modes are considered as "uncrated" HHG shipments. These include shipments via codes 1, 2, 3, 4, 5, 6, and T, as defined in DOD 4500.34–R, chapter 2.

(2) Shipment via DPM of packed and crated HHG in special containers designed for repeated use. When shipment of HHG is made via DPM in standard oversea shipping boxes or in Government-owned CONEX transporters, an allowance of 20 percent is granted for the weight of interior packing and bracing materials used in the shipment. The charge against the member's weight allowance will be determined as follows:

(*a*) Subtract the stenciled weight of the empty container from the gross weight of the container when loaded.

(*b*) Multiply the difference in (1) above by 20 percent.

(*c*) Subtract the final figure in (2) above from the figure in (1) above.

c. Weight determination. If the weight of a shipment of HHG or unaccompanied baggage cannot be obtained by the above methods, the weight will be determined by cubic measurement. This weight will be based on 7 pounds per cubic foot. For PBP&E, the weight will be based on 40 pounds per cubic foot.

d. Excess tare weight. When, through no fault of the member, the tare weight of a shipment of HHG or unaccompanied baggage exceeds the allowances in *a* and *b* above, refer the case to the TO for authority or approval of an exception to the packing allowances.

(1) Such cases will be fully documented to show the cause of excess tare weight. The documentation will be kept as part of the shipment file.

(2) A copy of the authorization or approval, citing the PPGBL, will be supported by justification for the exceptions and will be furnished to—

(*a*) The TO responsible for procuring the transportation services.

(*b*) The member.

(*c*) The US Army Finance and Accounting Center, ATTN: FINCH-B. This will insure that the exception is considered in determining whether the member should be billed for the excess costs.

5–11. Computation of weight allowance for civilian employees. *a. Baggage.*

(1) The weight of baggage shipped at Government expense for members on temporary duty travel must be authorized in the travel orders or approved on the travel voucher.

(2) The weight of baggage shipped at Government expense in connection with PCS orders is part of the HHG weight allowance unless it is free checkable baggage. (See JTR, vol 2, chap 2, part G.)

(3) When the actual net weight of an unaccompanied baggage shipment is not known and shipment in a packed and crated condition is via TGBL codes 7, 8 and J or via DPM, the net weight charged to the employee's authorized allowance is as shown in paragraph 5–9*a*(3)(*a*).

(4) When unaccompanied baggage is shipped via any of the codes of service used for shipping HHG and the net weight is not known, the charge against the employee's authorized allowance will be shown in *b* below.

b. Household goods.

(1) Uncrated shipments via TGBL codes 1 and 3. When HHG are shipped uncrated, as in a household mover's van, the employe's entitled net weight will be that shown on the PPGBL or on the weight certificate attached thereto. Under Interstate Commerce Commission (ICC) regulations, net weight includes the goods, separate packing containers, and wrapping and filler materials used for interior packing. It does not include pads, chains, dollies, blocking and bracing materials, or any other equipment used for the carrier's convenience to secure and load the shipment. When shipment is made under the commuted rate system, the above provisions of the ICC regulations will apply for the purpose of determining the net weight.

(2) Shipments via TGBL codes 2, 4, 5, 6, and T. TGBL shipments in door-to-door container and door-to-door Government modes are considered as uncrated HHG shipments.

(*a*) The net weight shown on the PPGBL for these shipments excludes the weight of materials used for padding, blocking, or bracing, regardless of the type of outside container used.

(*b*) When the net weight is not shown on the PPGBL or other shipping document, it will be 60 percent of the gross weight.

(*c*) If the net weight exceeds the employee's weight allowance and, for reasons beyond the employee's control, unusually heavy crating and packing materials were used, the net weight may be computed at less than 60 percent of the gross weight. This may be done only if authorized or approved by the TO. If computed at less than 60 percent, the TO will keep a copy of the authorization or approval in the member's shipment file. The TO will provide a copy of the authorization or approval, citing the PPGBL, with justification to the employee, the US Army Finance and Accounting Center, ATTN: FINCH-B, and if appropriate, the TO responsible for procuring the transportation.

(3) *Containerized shipments via DPM of packed and crated HHG.* Special containers designed for repeated use are Government-owned CONEX transporters and standard oversea HHG shipping boxes, such as Type II containers. When these containers are used, the gross and tare weights are to be shown on the PPGBL, other shipping documents, or the weight certificate attached to the PPGBL.

(*a*) If the tare weight noted excludes only the weight of the container, the net weight of the HHG will be 85 percent of the gross weight less the weight of the container.

(*b*) If the tare weight includes the interior blocking, bracing, and padding materials, the PPGBL will be so annotated. USAFAC needs this information because in such cases the net weight is the same as it would be for uncrated shipments and will not be subject to the 15 percent reduction.

(4) Constructive weight. Constructive weight, which is based on 7 pounds per cubic foot of properly loaded van or container space, may be used if the following conditions exist:

(*a*) No adequate scale is available at point of origin, at any point en route, or at destination and the weight cannot be obtained by the methods in (1) through (3) above.

(*b*) For a part-load when its weight could not be obtained at origin, en route, or at destination, without unloading it or other part-loads being carried in the same vehicle.

(*c*) When HHG are not weighed because the carrier's charges for a local or metropolitan area move are computed on other than the weight or volume of the shipment (that is, payment is based on an hourly rate and the distance involved). If this occurs, the employee should obtain a statement from the carrier showing the amount of properly loaded van space needed for the shipment.

CHAPTER 6

STORAGE OF HOUSEHOLD GOODS

Section I. GENERAL

6-1. Basic entitlements. Basic entitlements for military members to storage of HHG are set forth in JTR, volume 1, chapter 8, part C. Storage entitlements of civilian employees are set forth in JTR, volume 2, chapter 8.

6-2. Application for storage. Normally, applications for storage of HHG will be made by the owner (military or civilian) to the nearest transportation office (TO). When the owner cannot submit an application, the following may take such action for the owner:

a. Any person acting under the owner's power of attorney or written authorization. A duly authenticated true copy or photostatic copy of the power of attorney or informal letter of authority containing all pertinent data will be acceptable in place of the original document.

b. The commander of a military installation or an authorized representative. When this occurs, the application will be supported by a statement showing necessity for storage and the reason the owner's application is not available.

6-3. Storage prior to issuance of orders. *a. Storage-in-transit (SIT).* Application for shipment of military member's HHG before issuance of PCS orders, which request SIT incident to such shipment, normally will not be authorized or approved. However, if the major Army commander determines that SIT is warranted, it may be granted. Supporting documentation for SIT is the same as shown in paragraph 4-4*b*(3).

b. Nontemporary storage.

(1) Application for nontemporary storage of HHG before issuance of retirement or separation orders may be authorized or approved by major Army commanders, under JTR, paragraph M8262.

(2) Criteria in paragraph 4-4*a* applies. The period in which storage is authorized will terminate 1 year from date of termination of active duty (or period of extension granted under JTR, paragraph M8262-3*b*).

(3) HHG will be stored at origin or CONUS port of entry.

(4) Procedures and supporting documentation in paragraph 4-4*b* will apply.

c. TO actions. When TOs effect storage under this paragraph they will maintain a suspense file on the storage until receipt of a copy of the PCS orders. The TO will then review the orders. If services furnished exceed the member's entitlements, all pertinent facts will be reported to the proper disbursing officer for collection of excess transportation costs.

6-4. Storage of HI-VAL items. *a.* The maximum amount which may be paid by the Government on a claim which arises as the result of a single incident is limited by statute to $25,000.

b. The Army's limitation for payment of loss or damage on specific articles is listed in table 4-1. (For an expanded listing see AR 27-20, table 11-2.) Where no maximum amount per item or per claim is provided, the maximum amount allowable for payment will not exceed the amount considered reasonable under the circumstances. All losses must be substantiated and the claimant must establish the value of the item(s). Thus, owners should retain bills, receipts, appraisals, etc., separate from the stored property, in the event of loss of their property.

c. A storage company's liability for property in nontemporary storage is limited by contract with the Government to a maximum of $50 per line inventory item for those items which are lost or damaged due to the storage company's negligence.

d. If owners intend to store articles whose value exceeds the maximum amount allowable for payment, they should be urged to buy enough insurance to cover the true value of the articles stored.

(1) Owner may declare in writing to the storage company a value of any article or package of personal property in excess of $50 subject to payment of an additional charge. The storage company will then be liable for loss or damage to the full extent of

the declared value for those items which are lost or damaged due to the storage company's negligence.

(2) Owners may protect their property by purchasing an all-risk commercial insurance policy for the full value of the property. Such policies normally cover other types of losses in addition to storage. They are generally considered to be a permanent insurance. In considering this type of coverage, or in determining if other protection is advisable in addition thereto, the terms of the policy should be studied carefully, particularly as to the perils covered and whether there is a co-insurance clause.

6–5. Storage under PCS orders with permissive temporary duty en route to attend civilian colleges to fulfill requirements for degrees.

Note: The provisions of this paragraph do not apply to military members assigned on a PCS basis to attend civilian schools for periods of 20 weeks or more. JTR, paragraph M8259 applies in such cases.

a. Storage in-transit (SIT). Household goods may be placed in SIT at Government expense, provided such storage is necessary incident to the shipment of property and not to the member's attendance at a civilian college under permissive orders. TOs may authorize SIT under orders directing a PCS with permissive TDY en route. They will indicate on, or attach to SF Form 1103, a statement reflecting that "SIT determined proper incident to authorized movement." TOs will check PPGBLs which have been routinely stamped or machine-printed to show that SIT is authorized. If SIT is not to be used, the SIT statement will be deleted.

b. Nontemporary storage. Nontemporary storage of HHG at Government expense is not authorized during periods of permissive TDY. Except as provided in *c* below, all arrangements for storage and related costs incident to permissive TDY are the responsibility of the member.

c. Nontemporary storage upon assignment from CONUS duty station to an oversea duty station with permissive TDY en route. Members receiving PCS orders to oversea areas, with permissive TDY en route, are not deprived of their authorized entitlement to nontemporary storage. However, charges for any additional storage period made necessary by the permissive TDY assignment are the responsibility of the member. In these cases, property may be placed in storage with local drayage, packing, and handling-in charges at Government expense. TOs will advise local finance and accounting officers of member's responsibilities for payment of storage charges during periods of permissive TDY and furnish them copies of pertinent PCS orders so that collection action can be taken.

6–6. On-post storage. *a.* Installation commanders may establish, with current resources and on a space-available basis, on-post storage space for HHG which cannot be used or stored in off-post quarters at destination. This will lessen the hardships experienced by military members who have personal property which they cannot use or store in their homes in the civilian community.

b. Members will apply for on-post storage by submitting a DD Form 1299, supported by a DD Form 1701, a copy of the member's orders, and a statement justifying the need for storage.

c. Installations providing on-post storage will maintain a record of all lots stored. As a minimum, this record should contain the following information:

(1) Name, grade, and SSN of member.
(2) Member's current mailing address.
(3) Member's duty assignment.
(4) Length of member's assignment.
(5) Storage location.
(6) Warehouse or lot number.
(7) Net weight and number of pieces stored.
(8) Date property is placed in storage.

d. On-post storage will terminate on the effective date of member's next PCS orders.

6–7. Conversion of temporary storage to nontemporary storage. When a known shortage of housing or storage facilities exists at destination, members should be encouraged to use SIT at origin, pending shipment. If the housing a member obtains at destination cannot accommodate all of the HHG in SIT at the old duty station, the excess property in SIT may be converted to nontemporary storage and retained there at Government expense. This is in JTR, paragraph M8100-7. No further shipment may be made of this property before issuance of further PCS orders.

Section II. TEMPORARY STORAGE

6–8. Time limitation. SIT is authorized at Government expense for—

a. Military members for 90 days in connection with an authorized shipment (line-haul movement) of the PCS weight allowance. An additional 90 days of SIT may be authorized by the TO. (See para 6-9.)

b. Civilian employees as prescribed in JTR, paragraph C8002-3.

6–9. Additional temporary storage. *a.* When SIT is needed beyond the first 90-day period because of conditions beyond the control of a member, the TO at the installation where the member is assigned may authorize up to an additional 90 days of SIT.

b. If a member desires SIT in addition to the first 90-day period, he or she will complete a DD Form 1857 (Temporary Commercial Storage at Government Expense) and submit it to the TO. The TO may authorize or approve the request if it comes within the scope of JTR, paragraph M8100-2*b*. If the member's request does not meet this requirement, the TO will notify the member, in writing, that the extension is not authorized.

c. TO's will grant additional neccessary SIT for members under JTR, paragraph M8100-2c, when a member is ordered on TDY or deployed for over 90 days. When the member returns from TDY or deployment to the permanent duty station, HHG in storage should be withdrawn within a six week period. If the member desires storage beyond that period, the case will be sent to Headquarters, Department of the Army, DALO-TSP-P, WASH DC 20310, for determination.

6–10. Procuring transportation services. Storage-in-transit will be procured with a PPGBL, subject to the carrier's tariff. Services incident to drayage of packed and crated HHG will be procured by contract or purchase order. Storage and related services incident to movement of uncrated HHG to and from commercial temporary storage not covered by a PPGBL will be procured with DD Form 1164 (Service Order for Household Goods). See DOD 4500.34-R, chapter 10, for guidance.

6–11. Origin temporary storage. Household goods stored at origin and not removed within the authorized SIT periods will be—

a. Converted to nontemporary storage if nontemporary storage entitlement exists and such storage is requested by the owner, or

b. Transferred to the owner's account. The PPGBL will be terminated and forwarded to finance for payment of pickup services and temporary storage. The owner of the property will be responsible directly to the warehouseman for all storage charges in excess of the authorized storage period.

(1) If shipment of HHG in origin SIT is not effected within the following time limits, the TO will take action to collect the cost of handling and storage from the member or employee—

(*a*) For members on active duty, before issuance of member's next PCS order. (Exceptions may be granted for instances covered by JTR, paragraphs M8100-5 and M8100-6.)

(*b*) For members being discharged from the Service, within 180 days from the date of discharge.

(*c*) For members retiring from the Service, within 1 year from date of retirement (or extension of that time limit granted under JTR, paragraph M8262-4, M8262-5, or M8262-6).

(*d*) For civilian employees, before the 2-year period authorized for travel and transportation under JTR, paragraphs C8001-5 and C8002-8.

(2) If the member is entitled to delivery services from SIT, when the member requests delivery, the TO will contact the procurement office to request issuance of a procurement document. After the procurement document is issued, the TO can arrange for delivery services to be performed. Payment to the contractor will be effected on the procurement documents.

6–12. Destination temporary storage. *a.* When HHG stored at destination are not removed within the authorized SIT period, the storage account will be transferred to the owner's account. The owner is then liable for all storage charges in excess of the authorized period.

b. When outhandling, drayage, and unpacking services are required at destination after the authorized SIT period has expired, see DOD 4500.34-R, paragraph 6015c(4).

6–13. Temporary storage on shipments to Canada. *a.* When SIT is used on shipments to Canada, origin TOs will determine whether SIT is to be at origin or destination. They will annotate PPGBLs to show either SIT at origin or SIT at destination.

b. Canadian customs regulations require that shipments to Canada be placed in a bonded warehouse when SIT at destination is authorized and the owner is not on hand to clear the property through customs. If the owner will not be available to claim the property in Canada, he or she will furnish a Power of Attorney for Entry of Household and Personal Effects of NATO Personnel statement to the origin TO. The power of attorney statement will be typewritten in the format shown in figure 6-1. It will be forwarded to the destination TO and will authorize him or her to act in the owner's behalf in effecting customs release.

6–14. Temporary storage not authorized. Temporary storage is not authorized in the following instances:

a. Incident to intracity drayage of HHG.

b. In connection with a temporary change of station weight allowance shipment of HHG (except as authorized in JTR, para M8257).

6–15. Use of SIT. *a.* TOs will coordinate with post housing officers on availability and assignment of housing for incoming members to preclude unnecessary SIT. They will review availability information and determine that delivery is not possible before advising carrier to place property in SIT, giving consideration to cost of waiting time versus SIT costs.

b. When leaving the old duty station or arriving at a new station, members will notify destination TO and arrange for prompt acceptance of HHG. If members do not notify destination TO, and unnecessary SIT results, the case will be forwarded to the member's commander for appropriate action.

Section III. NONTEMPORARY STORAGE

6–16. General. *a.* Procedures covering application for authorized nontemporary storage and determination of use of Government or commercial facilities are in DOD 4500.34-R, chapters 4 and 10.

b. The TO responsible for the nontemporary storage account will use the following procedures to notify members and employees of impending expiration of their storage entitlements.

(1) Upon receipt of an application for nontemporary storage, place the following on DD Form 1299:

(*a*) Enter in block 13, the estimated storage entitlement expiration date. To determine this, add the tour length to the reporting month cited in orders. Since Army General Officers assigned overseas have no set tour length, for them add 48 months to the reporting month cited in orders and enter that date in block 13.

(*b*) In block 14 enter the member's or employee's permanent address.

(2) Tell the member or employee to notify the TO responsible for storage when any change of status effects their storage entitlement (i.e., change in assignment), or of any change in their address occurs.

(3) For civilians, mail a copy of the DD Form 1164 to the employee's oversea servicing personnel office. See JTR, paragraph C8002-3c(7). Upon subsequent PCS to another duty station, the personnel office will send a copy of the new PCS order to the TO responsible for the storage account.

(4) For members and employees being assigned overseas, mail a copy of DD Form 1164 to the oversea TO at the individual's oversea duty station (for military, to the pinpoint duty station). The oversea TO will retain that copy of the DD Form 1164 on file until the member or employee is reassigned from that area. The oversea TO will then use it in counseling on the weight that can be shipped without incurring excess costs.

(5) Not later than 75 days before the first day of the month when the nontemporary storage entitlement is due to expire, notify the member (except general officers) or employee by letter, of the impending expiration of the storage entitlement; to determine the status of entitlement continuation for Army general officers, contact Headquarters, Department of the Army, DALO-TSP-P, WASH DC 20310. The notice to members (other than general officers) and employees will include:

(*a*) The date the storage entitlement will expire.

(*b*) The net weight of HHG in storage chargeable to the individual's JTR weight allowance.

(*c*) The storage company's name and address, service order number and lot number.

(*d*) A statement that the individual is to return the notice in the self-addressed envelope provided, indicating which ever of the following applies: continued storage is not required as reassignment orders have been or will soon be issued upon which application for shipment will be submitted; continued storage is needed and the new PCS order, extension document or letter explaining the individual's status is enclosed (employees must provide letter from their CPO with new fiscal year fund cite for continued storage); or, disposition instructions.

(*e*) A statement that if the member or employee fails to advise the TO with the storage account of their status before expiration date of the storage entitlement, the Government's responsibility for control and payment for the storage will be converted to a commercial account in the member's or employee's name and at their expense. They will be responsible directly to the commercial contractor for storage charges after the conversion to the commercial account until the Government resumes responsibility; member or employee may thereafter file for reimbursement but reimbursement would only be the amount the Government would have paid for that storage.

(6) If no response to the 75-day notice is received within 30 days, the TO will send a follow up notice advising that unless a response is received by a specific date, the storage account will be converted to a commercial account at the member's or employee's expense.

(7) If a response is not received to the notices, no later than 15 days before the entitlement expiration date, the TO will contact the Army locator as follows, to make final attempt to locate the member or employee: For active duty personnel—AV699-4211; retired personnel—AV693-7733; Army civilian employees—AV221-7610/7612; and, Army discharged and deceased personnel—National Personnel Record Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, Missouri 83132.

(8) When notification and locator efforts stated above fail, the TO will take action to convert the lot to the member's or employee's expense.

(9) If a storage account is converted to a commercial account because of non-receipt of disposition instructions and later, orders are presented which entitle the member or employee to continued storage at Government expense, the member or employee must pay the commercial storage charges due directly to the commercial contractor. There is no procedure for the FAO to pay storage charges to a commercial contractor after-the-fact under such circumstances, even though the member or employee may have had a storage entitlement during that period. Consequently, the member or employee must pay the storage charges and then submit a claim for reimbursement from the Government. The TO can then ship the property or commence nontemporary storage at Government expense again, as appropriate.

c. When the weight of HHG placed in nontemporary storage on a member's order, added to the weight shipped on that order, results in the member exceeding his or her JTR weight allowance, the member is liable for all costs for packing, draying, handling and storage of the excess weight.

(1) The Government will pay the contractor's invoice for initial preparation, drayage, handling-in and storage costs due for the member's total weight in storage.

(2) The TO will notify the contractor in writing of the following, a copy will be sent to the member:

(*a*) The member has exceeded his or her authorized weight allowance.

(*b*) The Government can only pay for weight member is authorized to store (specify the pounds authorized).

(*c*) The contractor must in the future bill the member directly for weight above amount authorized to be stored at Government expense.

(3) The TO will issue a supplemental DD Form 1164 to the contractor reflecting the member's authorized weight as that being stored at Government expense.

(4) The TO will advise the FAO, in writing, that the member has exceeded his or her authorized weight allowance by ____ pounds, and that $____ should be collected from the member for the initial preparation, drayage, handling-in and any storage charges that the Government is paying to the contractor which are attributable to the excess weight. The member's signature on the DD Form 1299 constitutes the member's consent to apply his or her pay to cover excess costs resulting from nontemporary storage of the excess weight.

6–17. Nontemporary storage as an alternative to shipment. *a.* Under JTR, paragraph M8101-7, nontemporary storage may be authorized as an alternative to shipment of any part or all of a member's prescribed weight allowance of HHG. In the cases cited in (1) through (4) below, local TO's will determine if nontemporary storage should be used as an alternative to shipment of HHG.

(1) Member is transferred to a hospital for a period of prolonged treatment. Nontemporary storage may be used in such cases if the estimated costs of the storage are less than costs of shipping a like amount of HHG to the city or town in which the hospital is located. A certification from the hospital's commanding officer, stating that the period of treatment in that hospital is expected to be prolonged, must support the application for nontemporary storage.

(2) Member has HHG in nontemporary storage and receives PCS orders which terminate entitlement to nontemporary storage and authorize ship-

ment of HHG. In such cases, nontemporary storage of HHG may be continued if estimated costs of the storage are less than transportation costs to member's new duty station.

(3) Member has HHG in nontemporary storage incident to PCS orders with TDY en route. Household Goods may remain in nontemporary storage until further PCS orders are received if estimated costs of continued nontemporary storage after member's departure from TDY station are less than transportation costs to the member's permanent duty station.

(4) Upon assignment from one oversea station to another, member chooses to occupy furnished housing on the country's economy. Household goods may be placed in nontemporary storage until further PCS orders are received if the oversea commander determines that such storage is in the best interest of the Government.

b. In instances listed in *a*(2) and (3) above, the member must advise the TO who arranged for storage in a commercial facility or the officer in charge of the Government storage facility, as appropriate, of extension of nontemporary storage entitlement.

c. Requests for nontemporary storage as an alternative to shipment of HHG (excluding those discussed in *a* above) will be forwarded by the local TO to the CONUS MACOM in which the member's permanent duty station is located. Requests of members in oversea areas will be forwarded by the oversea TO to the CONUS MACOM to which the member is being returned. TOs will insure that all requests are supported by cost data and other pertinent information.

6–18. Storage incident to occupancy of Government or Government-controlled quarters. *a.* JTR, paragraph M8309, authorizes nontemporary storage of HHG which exceed the capacity of assigned Government quarters incident to involuntary moves into Government quarters. This applies only when the move was directed because of a requirement of the Service, such as using idle housing facilities. The housing officer will determine if the assigned quarters are too small to accommodate the member's authorized HHG. To reduce destination storage, the gaining command will notify the member in advance of arrival that the quarters will not accommodate the member's JTR weight allowance.

b. When an Army member is directed to move into quarters administered by another Military Service, if the housing officer determines the assigned quarters are too small to accommodate the member's HHG, the cost of drayage and storage of such HHG are properly chargeable to the OMA account of the Army installation to which the member is assigned for administrative purposes. This does not apply when the member moves into such quarters incident to a PCS.

6–19. Time limitation. *a. Military.*

(1) Nontemporary storage in Government or commercial facilities is subject to the time limits set forth in JTR, paragraph M8101-6. The date of member's arrival in the US for duty and member's contact address will be furnished the CONUS TO by the oversea TO. This information will enable the CONUS TO to determine the date of termination of storage entitlement. Household goods will remain or be placed in commercial storage at the expense and in the name of the member when—

(*a*) Household goods are not withdrawn from nontemporary storage upon expiration of time limit (including temporary storage authorization).

(*b*) Requested by the TO arranging for storage in the commercial facility or the officer in charge of the Government storage facility.

(2) Under the provisions of JTR, paragraph M8262-3*b*, all costs of storage beyond the authorized period are at the expense of the member.

(*a*) Warehouse outhandling, drayage, and unpacking services are authorized *provided* the property is removed from storage within the period of extension of shipping entitlement.

(*b*) The TO who arranged for the additional storage will maintain a storage account record for the member.

(*c*) Collection of storage costs will be as required in (3)(*c*) and (*d*) below.

(3) Under JTR, paragraph M8262-3*c*, when the 1-year time limitation for shipment to home of selection has been extended because of education, training, or other deserving cases, nontemporary storage of HHG may be continued with the Government acting as member's agent for the period of extension. However, the member must pay the Government for costs of nontemporary storage in excess of 1 year from date of termination of active duty.

(*a*) The TO who arranged for the additional storage will maintain a storage account record for the member.

(*b*) When the extended period of storage terminates before shipment to home of selection, the

TO will request the member to pay all storage costs to the local finance and accounting officer (FAO).

(c) If settlement is not made by the member, the TO will request the local FAO to report the indebtedness to the US Army Finance and Accounting Center for collection action.

(4) For HHG in storage at member's expense which were originally placed in storage at Government expense, the Government is liable for claims unless it can be clearly established that the loss or damage occurred during the period which the storage was at member's expense (for example, warehouse fire). (See AR 27-20, para 11-4*a*(3).)

b. Civilians.

(1) Nontemporary storage is subject to the time limits set forth in JTR, paragraph C8001-2 and C8002-3.

(2) When the time limit for nontemporary storage is nearing expiration, the responsible CONUS TO will notify the employee. This will be done to avoid the sale or displacement of the personal property. If the employee cannot be contacted, the TO will request assistance from the employee's servicing civilian personnel office (CPO). If that is unsuccessful, the TO will request assistance from the MACOM headquarters CPO.

6-20. Shipment from nontemporary storage to designated location. Members having HHG in nontemporary storage may subsequently request shipment to a designated location in place of nontemporary storage. Such shipment is authorized when all of the following conditions are met:

a. Property is in storage at Government expense.

b. Period of storage does not exceed member's authorized temporary storage period. If it does, member agrees to pay additional storage costs. (See JTR, para M8101-8.)

c. Shipment is requested to a designated location other than the location from which HHG were originally placed in nontemporary storage.

d. The designated location is where member's dependents intend to reside for the duration of his or her oversea tour.

6-21. Continuation of storage of HHG upon return from oversea duty. *a.* A member's entitlement to nontemporary storage of HHG terminates on the date of arrival in the US for duty. (See JTR, para M8101-6.)

b. Temporary storage is authorized in connection with shipment of HHG from the nontemporary storage point. Exceptions are listed in JTR, paragraphs M8100-1 and M8262-3*d*. Temporary storage should be provided, when possible, by continued storage in the nontemporary storage facility until the member can furnish a destination delivery address.

c. To insure proper application of entitlement on shipments from nontemporary storage points, the following actions will be taken:

(1) *By TO assisting member with DD Form 1299.* Annotate DD Form 1299 to show member's date of return to the US. If actual date cannot be ascertained by interview with the member, an estimated date should be used.

(2) *By TO at nontemporary storage point.* Annotate the PPGBL to show the number of days of temporary storage provided at origin in connection with shipment. Where DD Form 1299 does not contain the annotation in (1) above, the PPGBL will be annotated to show estimated number of days of temporary storage at origin. (Estimate will be based on information contained in the member's PCS orders).

6-22. Place of nontemporary storage. *a.* For HHG located within CONUS, the place of nontemporary storage will be that approved storage facility nearest the location of the HHG at time orders authorizing such storage were issued. HHG may not be shipped to another location for placement in nontemporary storage.

b. HHG returned from oversea areas for nontemporary storage will be stored in the nearest approved storage facility to the CONUS port of entry as designated by the TO responsible for that port area. HHG may not be shipped beyond the port area for placement in nontemporary storage.

Section IV. SPECIAL STORAGE

6-23. Authority for special storage. Under JTR, paragraph M8102, a military member ordered on TDY or deployed for more than 90 days, or for an indefinite period, is entitled to storage of HHG upon the TO's authorization. The member's weight allowance does not apply in connection with this entitlement, but the 13,500 pounds maximum weight limitation prescribed in the DOD Appropriation Act does apply. The entitlement for special storage includes any shipment, drayage, packing and crating necessary to place the HHG in or remove the HHG from the storage facility.

6–24. Withdrawal of HHG from Special Storage. When a member with HHG in special storage returns from TDY or deployment to the permanent duty station, the HHG in storage should be withdrawn within a reasonable time. Under normal circumstances, the member should withdraw HHG within 6 weeks of his or her return to the permanent station. If the member desires continued storage beyond that period, the case should be referred to HQDA (DALO-TSP-P), WASH DC 20310, for determination.

POWER OF ATTORNEY FOR ENTRY OF HOUSEHOLD AND PERSONAL EFFECTS OF NATO PERSONNEL

________________________________ of ______________
(Name of commander or transportation officer and grade) (Unit)

is authorized to enter for me at the Customs House at ______________

________________________________ the following shipment of personal and household effects:

Date of shipment ______________________________

Name and address of exporter ______________________________

Value of goods ______________________________

____
(Signature)

____
(Signature)

Dated at ______________________________ 19____

Figure 6-1. Format for power of attorney statement.

CHAPTER 7

TRANSPORTATION OF PERSONAL BAGGAGE

7–1. Scope. This chapter pertains to shipment of—

a. Personal baggage to, from, or between oversea stations for the following personnel:

(1) DA military members, civilian employees and their dependents when such shipments are authorized by orders.

(2) Other individuals who are invited or permitted to travel, or have baggage transported, at Government expense under DA sponsorship or control.

b. Unaccompanied baggage for military members with PCS within CONUS.

7–2. Basic entitlements. Basic entitlements for shipment of personal baggage at Government expense for military members are prescribed in JTR, volume 1, chapter 8; for civilian employees, in JTR, volume 2, chapter 2, part G; and, for other authorized travelers, in individual orders.

7–3. Accompanied baggage allowances. *a. Air travelers.* Accompanied baggage allowance for military and civilian personnel and their dependents moving to, from, or between oversea stations will be limited to the free checkable baggage allowed by the carrier, except as indicated below.

(1) *Commercial air (domestic and international).* Free checkable baggage allowances vary between weight and pieces, depending on the carriers used. Refer to the Official Airline Guide or carrier's tariffs. When using a carrier who limits free checkable baggage to less than 140 pounds, individuals will be authorized excess weight to bring baggage allowances up to 140 pounds.

(2) *Military Airlift Command (MAC).* Two pieces of baggage, weighing no more than 70 pounds each, may be checked. Each piece must not exceed 62 dimensional inches (L + W + H). Oversized bags, such as duffel bags, sea bags, or B-4 bags, may be substituted for one checked piece. One carryon bag is authorized, but must be capable of being stowed under the passenger's seat. Carryon baggage must not exceed 45 dimensional inches nor weigh more than 70 pounds.

(3) *Authorized excess baggage.* Excess allowances, except as prescribed in (1) above, will be authorized as determined by the agency responsible for requesting issuance of orders. Such excess should be limited to one piece or 70 pounds except in unusual cases. Authorized excess weight will be converted to pieces, when applicable, by dividing the amount authorized by 70.

b. Additional baggage. When orders authorize special clothing or equipment, the weight of such items will be shipped as accompanied baggage.

7–4. Unaccompanied baggage allowances. *a. For military members with PCS orders within CONUS.* Shipment of unaccompanied baggage within CONUS for Army members is subject to the following:

(1) The TO determines that the member's needs cannot be met by an extra pick-up and/or extra delivery of HHG, and that the shipment is necessary to carry out assigned duties or to prevent undue hardship to the member and/or dependents.

(2) The items to be shipped are unaccompanied baggage items.

(3) The weight of the unaccompanied baggage will be limited to 500 pounds for enlisted members and 600 pounds for officers, except if the TO determines that the limitation would result in undue hardship to the member. The TO may then authorize or approve an increase to that amount as deemed appropriate, subject to the limitation in JTR, paragraph M8005-1.

(4) The shipment will be via surface. The TO may make an exception to this and ship the unaccompanied baggage via an expedited mode when in a rare instance it is determined necessary to do so to meet the member's needs.

b. For personnel with PCS orders to, from, or between oversea stations. Unaccompanied baggage weight allowances for persons moving to, from, or between oversea stations on a PCS are prescribed in table 7-1. For unaccompanied baggage allowances for military members on temporary change of station orders, see JTR, paragraph M8200 and Table of Weight Allowances.

7–5. Shipments of unaccompanied baggage of nonappropriated fund (NAF) employees. For unaccompanied baggage shipments of NAF employees, see chapter 4, section II.

7–6. Shipment of unaccompanied baggage to and from oversea areas by an expedited mode.

a. Areas not adequately served by surface transportation (hardlift areas).

(1) When practical, unaccompanied baggage will be transported via MAC to and from hardlift areas and those areas to and from which members and their dependents travel by air. Shipments will be offered by the TO to the Airlift Clearance Authority for movement by MAC.

(2) If area is not adequately served by MAC, combination MAC and commercial air may be used to ultimate destination to meet the RDD.

(3) Commercial air may be used when shipment via MAC will not satisfy the delivery requirements of the member. American flag carriers will be used when available.

(4) Hardlift areas are listed in—

(*a*) Personal Property Consignment Instruction Guide (PPCIG), volume II, under individual countries for which consignment instructions are maintained.

(*b*) Appendix C herein.

b. Oversea areas other than hardlift. Under JTR, paragraph M8005, the TO will determine when an expedited mode of shipment is necessary to other than hardlift areas. The mode of shipment selected should insure arrival of baggage on or within 5 days of arrival of member at new duty station. Shipments by air will first be offered by the TO to MAC through the Airlift Clerance Authority. The Airlift Clearance Authority will advise the TO—

(1) If MAC serves the destination.

(2) Whether a combination of MAC and commercial service can be arranged to the destination and meet the RDD.

c. Selecting method of shipment. When selecting the method of shipment to any area, TOs will consider the factors in DOD 4500.34-R, paragraph 6002*c*.

d. Use of commercial air. When any portion of the distance is via commercial air, shipment of more than 1,000 pounds (net) will not be authorized by the TO before justifying in writing to his or her commanding officer that use of commercial air is necessary—

(1) For the member to carry out his or her assigned duties and MAC or other means of transportation will not fullfill the requirements.

(2) To prevent undue hardship.

e. Necessary items. When unaccompanied baggage is to be shipped by an expedited mode, the TO will advise the member to include only those items which are necessary for the following:

(1) In the performance of official duties.

(2) For health reasons.

(3) To preclude hardship to the member or member's family upon arrival at the new duty station.

Note: There is no basis for shipment of MOPED and minibikes by a premium cost transportation mode, except when included with HHG consigned to a designated hardlift area. Since unaccompanied baggage normally moves by either commercial or military air, MOPED and minibikes are not to be included in such shipment.

7–7. Restricted areas and special shipping requirements. See PPCIG, volume II for special requirements for shipping personal property to and from restricted areas. The provisions of chapter 4, sections IV and VI, also apply.

Table 7-1. Unaccompanied Baggage Allowances

Personnel	*Allowance pounds*
1. *Military members on permanent change of station:*	
General officers (0-8, 0-9, and 0-10)	1,000
General officers (0-7) and colonel (0-6)	800
Other officers	600
Enlisted members	500
2. *Civilian employees*	As authorized in paragraph C2301, JTR.
3. *Dependents of military members and other authorized travelers:*	
Each adult	350
Each child under 12 years of age	175

CHAPTER 8

EXCESS COSTS ON MOVEMENT OF HOUSEHOLD GOODS AND BAGGAGE

8-1. Military members remaining in a pay status. Excess costs on shipments will be determined by the FAO making payment to the carrier. (See AR 37-106, chap 10.) TOs will not delay these shipments pending collection of excess costs.

8-2. Military members who will not remain in a pay status. Shipments which involve excess costs may be made for members who are being discharged, are resigning from active duty, are being rotated with less than 180 days of active duty remaining, or upon death. However, the excess costs must be collected in advance of the shipment. These costs will be collected from the member or heirs if the member is deceased.

a. Origin TOs will determine all identifiable costs involved in the shipment and will collect excess costs in advance of shipment on DD Form 1131 (Cash Collection Voucher).

b. In handling these shipments, TOs will insure that—

(1) Members understand their responsibility for paying the excess costs in advance of the shipment.

(2) Carriers understand they must furnish the net weight of the shipment immediately upon obtaining it.

(3) Every effort is made to collect excess costs before movement of property.

c. The TO will attach a copy of DA Form 4846 (Excess Cost Computation) to the original PPGBL and annotate the PPGBL in the Remarks Block: "Member no longer in pay status. Member has paid $____ excess cost charges." A copy of DA Form 4846 will be retained in the member's shipment file. Payment to the carrier will be made by the Government for all services rendered.

d. If the original PPGBL is no longer available at time of determining excess costs, the TO will inform the Commander, US Army Finance and Accounting Center, ATTN: Director, Transportation Operations, FINCH-B, Indianapolis, IN 46249 that—

(1) Excess costs were collected, and a copy of the receipted collection voucher, with a completed DA Form 4846 and the PPGBL number is furnished.

(2) Excess costs exist, but no collection was made, and a completed copy of DA Form 4846 is furnished.

e. When excess costs exist in shipments from overseas for members returning to CONUS for separation—

(1) TOs should use TGBL code 4, 5, or 7 for shipping. Codes 4 and 5 provide the member with origin and destination services at no additional cost to the Government. The services for code 7 are in addition to the single factor rate. TOs should prepare a cost comparison between codes 4, 5, and 7 to determine the breaking point where codes 4 and 5 become least expensive to the member when excess weight is involved. If the TGBL codes are used, excess costs should be based on the single factor rate.

(2) If code 5 is used, the origin TO must collect the embarkation and debarkation port handling and overocean costs since these are not included in the single factor rate.

(3) On DPM shipments, the costs collected will include costs for origin service, movement to the port of debarkation, oversea port handling, CONUS linehaul, and delivery costs. The CONUS line haul and delivery costs are available from the appropriate MTMC area command. To obtain these costs, the TO should provide the following shipping data to the MTMC area command through which the shipment transits—

(*a*) Member's name, rank, and social security number.

(*b*) Weight and cube of shipment.

(*c*) Port of debarkation and destination of shipment.

(*d*) Storage-in-transit and unpacking services required.

f. Collection action is waived for amounts of $10 or less for the following reasons when cost of collection will exceed the amount of the debt.

(1) Excess costs were determined or discovered

after shipment had been made.

(2) Excess costs could not have been readily determined before shipment.

Note: These provisions do NOT apply to shipments for foreign military members or foreign government civilians, moving on PPGBLs per invitational orders. Such shipments will not be moved if excess costs are involved unless excess charges are collected in advance.

8–3. Civilian employees. For procedures on collection of excess costs on HHG shipments from overseas, see JTR, paragraph C4359. For civilians rotating from overseas with an order indicating separation, the TO is to ascertain if excess costs will result, determine the amount, and collect all identifiable excess charges before movement of the property is permitted.

8–4. Nonappropriated fund (NAF) employees. *a.* Excess costs on shipments for Army and Air Force Exchange Service (AAFES) employees will be determined by the Distribution Division, HQ AAFES, Dallas, Texas, and collected from the employee.

b. Excess costs on shipments for Army NAF employees, other than AAFES, will be determined by the Custodian, Army Morale Support Fund, P.O. Box 107, Arlington, VA 22210, and collected from the employee.

8–5. Reweighing shipments. TOs will place special emphasis on reweighing all HHG shipments which approach or exceed a member's PCS weight allowance. This includes shipments which though relatively small, when added to the weight of other shipments made under the same PCS order, will approach or exceed the member's weight allowance.

8–6. Apparent excess costs. A TO having knowledge of possible excess costs in a shipment of HHG will inform the FAO making payment to the carrier.

a. If the original PPGBL is available, check the appropriate item in block 34. Also, annotate in the remarks block "Paying Office Review is Required," and a short description of the reason for a review. For example:

(1) "Shipment from (city/State/country) to (city/State/country) only is authorized by travel orders."

(2) "Usually designated method not used at member's request."

(3) "Special handling/routing requested by member."

(4) "This and prior shipments which are under same shipping authority (cite PPGBL numbers and/or weights in storage) may exceed (or exceed) allowance."

(5) "Special service requested by member."

(6) "Unauthorized items weighing ____ pounds included in shipment."

(7) "This shipment constitutes second and unauthorized movement of same lot of household goods."

(8) "This shipment is subject to the administrative weight limitation in JTR, paragraph M8003-2 or C8002-1*b*."

(9) "Authorized weight, including unaccompanied baggage is ____ pounds."

b. If the original PPGBL is not available, the origin or destination TO will advise the paying office of excess costs by use of DA Form 4846. A copy of the form will be retained in the member's shipment file.

Note: When a member's shipment exceeds authorized distance or weight and the mode of shipment directed to be used for operational purposes is not the lowest cost mode of service, the TO's estimate of transportation charges that the member owes for excess is to be computed using the rate of the lowest cost mode rather than the rate of the higher cost directed mode.

8–7. Responsibilities for reviewing excess cost billings. If a member protests the correctness of a billing for excess costs, the request for review of the indebtedness is processed in finance channels.

a. The member requests review by the FAO responsible for collections.

b. The FAO may request the appropriate TO to examine the case.

c. The TO will examine the facts submitted, determine the sufficiency of evidence related to the indebtedness. Following this review, the TO will return the request, with his or her findings and recommendations, to the FAO for evaluation and disposition.

8–8. Excess costs resulting from carrier or contractor failure to perform. *a.* When there is clear evidence that delays or erroneous shipments were caused by nontemporary storage contractors, freight forwarders, ITGBL carriers, or domestic TGBL carriers and excess costs are incurred, the responsible contractor, forwarder, or carrier is liable for those costs.

b. Examples in which such excess costs resulted are shown below.

(1) Basic agreement contractor ships the wrong lot of HHG overseas.

(2) Shipment must be diverted from surface to

air due to carrier's failure to deliver on or before the RDD.

(3) Shipment must be rebooked at a higher tariff rate because the carrier failed to deliver on or before the RDD.

(4) Exclusive use of vehicle or expedited service is required due to failure of carrier to deliver on or before the RDD.

c. The TO will send a computation of excess costs to the appropriate FAO or USAFAC for set-off action against the—

(1) Carrier or forwarder.

(2) Basic agreement contractor through the appropriate Regional Storage Management Office (RSMO) contracting officer according to the DAR, appendix E.

CHAPTER 9

CLAIMS FOR REIMBURSEMENT FOR SHIPMENT OF PERSONAL PROPERTY

9-1. Scope. *a*. This chapter applies to claims for reimbursement of personal funds expended—

(1) By military members or former members incident to shipment and nontemporary storage of HHG and baggage authorized in JTR, volume 1, chapter 8.

(2) By military members for the authorized shipment of a POV, which was personally arranged for, under JTR, paragraphs M11005 and M11007.

(3) By civilian employees incident to authorized shipment and nontemporary storage of HHG and baggage, JTR, volume 2, chapter 8, applies.

(4) Incident to authorized shipment of personal property under chapter 10.

b. This chapter does not pertain to claims—

(1) Incident to shipping, handling, or storage baggage which is or should have been forwarded as free checkable baggage or transportation tickets.

(2) Incident to loss or damage of personal property which occurs in transit. Instructions for submitting and processing such claims are in AR 27-20.

(3) Involving reimbursement for the expense incurred in the transportation of housetrailers. AR 37-106, chapter 11, section III provides instructions for submitting these claims.

★(4) For shipments made under the Do-it-Yourself moving program. See chapter 14 for guidance concerning such claims.

9-2. Form used for submitting claims for reimbursement. Claims for reimbursement of costs of personally arranged shipments of personal property will be submitted on DD Form 1351-2. The form will be prepared as prescribed in AR 37-106, paragraph 1-22.

9-3. Supporting papers required. Documents and papers needed to support a request for claim for reimbursement are as follows:

a. Three copies of orders or special authorization which established the claimant's right to ship personal property.

b. The original of all bills for transportation or accessorial services for which reimbursement is claimed.

(1) Bills or supplemental attachments must be marked "paid" and receipted by the carrier.

(2) Bills must be itemized to show the cost of each service included in the total charge (such as packing, drayage, line-haul, storage, or unpacking).

(3) All bills will indicate the date each service was performed; the weight of HHG and baggage, with PBP&E listed as separate items; and the exact origin and destination of the shipment.

(4) All bills will reference the tariff, when available, pertaining to the shipment.

c. A statement from claimant, in triplicate, containing the following:

(1) Full name, grade (or title), address, and the facts necessitating shipment at personal expense.

(2) Identification of any shipment(s) made at Government expense under orders supporting the claim. If none, so state.

(3) Where applicable, an explanation of circumstances related to shipments between points other than authorized duty stations.

(4) An itemized statement from the commercial concern to whom the charge was or will be remitted if "C.O.D."or "Advance" charges are involved. This statement must accurately and fully describe each separate service performed, the date performed, and the cost of each service.

(5) Documents cited below when property is shipped by commercial carrier in an uncrated condition.

(*a*) A certified weight certificate from a public weighmaster indicating the gross, tare, and net weight of the shipment. If this is not available, a statement signed by the carrier showing the actual or estimated weight of the property and the formula or method used to compute such weight.

(*b*) An itemized list of all packing and other accessorial services for which a charge has been made. It will indicate the type, size, and number of each different kind of container used; cost for packing each separate container used; and the kind and cost of all other accessorial services performed, such as piano lift or wardrobe rental.

(*c*) A copy of the commercial bill of lading.

(6) Items shown below when a special conveyance is rented or an operator hired to move the property.

(*a*) Copy of rental or hiring agreement.

(*b*) Descriptive list of all articles shipped.

(*c*) The actual weight or weight estimated at 7 pounds per cubic foot.

d. A copy of the PPGBL, contract purchase order, or service order used to pay charges for the Government portion of the shipment. This will be provided when any element(s) of the shipment, such as linehaul, drayage, storage, or crating was at direct Government expense, and the claim involves additional or supplemental services.

e. A statement from the origin TO confirming that claimant was advised to make the shipment at personal expense. This will be obtained by the TO assisting the claimant in preparing the DD Form 1351-2.

f. Statement of shipping costs which would have been incurred if the Government had arranged the shipment. If the amount claimed for renting or hiring a special conveyance is not more than what it would have cost if the Government had arranged the shipment, a statement to that effect may be substituted for the statement of shipping costs. This will be furnished by the TO assisting the claimant. If this data is not available, the statement will be obtained from the origin TO.

g. When claim involves charges for storage in excess of 90 days, the TO assisting the claimant will furnish a statement that the storage was or was not necessary because of conditions beyond the claimant's control.

9-4. Claims submitted by former military members or by survivors of deceased member.

a. Upon receipt of such claims, TOs will—

(1) Advise members or survivors of deceased members of documentation required by paragraph 9-3.

(2) Furnish statement required by paragraph 9-3*e*.

(3) Advise claimant to send the claim direct to the Commander, US Army Finance and Accounting Center, ATTN: FINCH-BC, Indianapolis, IN 46249, for settlement.

b. Members separated from the Service under conditions that do not authorize shipment of personal property, but whose status is later determined to be under honorable conditions, may submit a claim for reimbursement for shipment. However, the shipment must have been within the authorized period. This claim should be sent to the Commander, US Army Finance and Accounting Center, as shown in *a*(3) above.

CHAPTER 10

TRANSPORTATION OF PERSONAL PROPERTY FOR PERSONS OFFICIALLY REPORTED AS DEAD, INJURED, ILL, ABSENT FOR A PERIOD OF MORE THAN 29 DAYS IN A MISSING STATUS, OR UPON DEATH

10–1. Scope. *a*. The policy and procedures in this chapter govern transportation or reimbursement therefor of personal property for military members and civilian employees.

b. For entitlements of military members who die within 1 year from date of retirement, placement on temporary disability retired list, discharge with severance pay, or involuntary release to inactive duty with readjustment pay, see JTR, paragraph M8262-10.

10–2. Authority and basic entitlements. *a*. *Military members*. The statutory authority for provisions of this chapter is contained in Sections 406(f) and 554, Title 37, United States Code. Basic entitlements are set forth in JTR, volume 1, chapter 8, part G.

b. *Civilian employees*. The statutory authority for provisions of this chapter is contained in Section 5742(c), Title 5, United States Code. Basic entitlements are set forth in JTR, volume 2, chapter 6, parts B and C.

10–3. Responsibilities. *a*. *Approving officer*. Commanders of military installations (CONUS and overseas) are approving officers for applications (DD Form 1299) submitted by individuals residing or located near their installations. This responsibility applies regardless of the location of the personal property for which shipment is requested.

(1) Upon receipt of a request for transportation of personal property, the approving officers will determine—

(*a*) The status of the member and if the applicant is eligible to apply for such transportation.

(*b*) The next of kin, a legal heir, or an administrator.

(*c*) If a reasonable relationship exists between the circumstances of the applicant and the destination requested.

(*d*) If the anticipated period of hospitalization or treatment will be of prolonged duration (in cases of injury or illness). This information will be obtained from appropriate hospital or medical authorities.

(2) If application is justified and the transportation requested (or any part thereof) is authorized, the approving officer will—

(*a*) Advise the applicant that the transportation is authorized.

(*b*) Furnish required forms, instructions, and information to the applicant.

(*c*) Take prompt action to insure early accomplishment of the authorized transportation.

(3) When evidence presented by the applicant cannot be promptly verified or indicates that all or any part of the transportation requested is not or may not be authorized, the approving officer will notify the applicant.

(4) If the applicant requests extension of time limitation for shipment, approving officer will recommend approval or disapproval of the request.

(5) Approving officer will maintain a record of all transportation authorized and accomplished under this chapter.

b: *Transportation officer*. When notified by an approving officer that transportation is authorized, the TO will—

(1) Insure that the applicant is furnished information, instructions, and forms which are required for shipment.

(2) Provide priority to authorized transportation.

(3) Check that all personal property is tagged and marked to indicate the status of the member or employee.

(4) Check that all PPGBLs, purchase orders, or contracts are annotated to show the status, date, location of the document which authorizes the transportation.

(5) Furnish the approving officer the serial number and dates of all PPGBLs, purchase orders, or contracts issued.

c. *Director of Transportation, Energy, and Troop*

Support, ODCSLOG. The Director of Transportation, Energy, and Troop Support—

(1) Will provide guidance to MACOMs to insure orderly and uniform accomplishment of authorized transportation.

(2) Will assist approving officers in the exercise of their responsibilities and coordinate, where necessary, the activities of the various approving officers to insure prompt achievement of the authorized transportation.

(3) May authorize an additional move of a mobile home when member has been officially reported absent for more than 1 year in a missing status if determined that the move is justified.

(4) May authorize or approve reshipment of the personal property which was moved incident to an official report that the member is in a missing status and is officially reported as missing for more than 1 year, when the additional move is justified.

10–4. Procedures. *a*. Upon receipt of the official report, the dependent or other authorized person may apply for transportation of personal property to the approving officer.

b. An original and five copies of the application (DD Form 1299) will be submitted in person, by mail, or by any means convenient to the applicant. A copy of or full reference to the official report received and the full name, grade, and social security number (for military) and date of birth (for civilians) of the member or employee will be submitted with the following data in writing:

(1) *For household goods.*

(*a*) Relationship of applicant to the member or employee. If other than a lawful spouse or child, explain the request.

(*b*) Address from which shipment is requested.

(*c*) Address to which shipment is requested. If other than the member's or employee's official home, state reasons therefore.

(*d*) State if the property has been previously shipped at Government expense incident to the current or any other casualty status of the person. State if a prior request for shipment has been made by the applicant or any other person.

(*e*) State if reimbursement for the cost of shipping the property has been applied for or received by the applicant or any other person.

(2) *For POVs.*

(*a*) The information required in (1)(*a*) through (*e*) above.

(*b*) Type, make, year, serial/motor number, style, and color of POV. If this information is not known, furnish whatever descriptive data is available.

(*c*) Name and address of person having present custody of the POV (if known).

(*d*) Brief description of circumstances associated with the location of the POV.

10–5. Transportation of a POV. Transportation of a POV may be authorized to the approved destination if the following conditions are met:

a. The POV is the property of the member, employee, or lawful dependent and ownership is legally established.

b. The POV was moved or en route to authorized destination or lawfully procured thereat by the member, employee, or lawful dependent prior to the date of the official report.

c. The POV is in a usable condition or of sufficient value to warrant Government shipping. The approving officer will determine the propriety of shipment in doubtful cases. Such determination will be final.

10–6. Transportation of a mobile home. See JTR, paragraphs M10015 and M10021, and chapter 11 of this regulation.

10–7. Time limitation. *a*. Application for transportation must be submitted to the approving officer within 1 year from the date of the official report (as defined in the glossary).

b. Requests for extension of the 1-year time limitation will be sent to the appropriate MACOM for military, and to HQDA (PECP-ZA), Alexandria, VA 22332, for civilians. Recommendations of the approving officer will accompany the requests.

10–8. Claims for reimbursement. The person entitled to reimbursement for personal funds spent in connection with shipments of personal property will submit claims on DD Form 1351-2. These claims will be sent to the approving officer of the Army command in which the claimant is residing or located. They may also be sent direct to the Commander, US Army Finance and Accounting Center, ATTN: FINCH-BC, Indianapolis, IN 46249, for processing, approval, and payment. Claims will be processed as shown in chapter 9.

CHAPTER 11

TRANSPORTATION OF MOBILE HOMES BY GOVERNMENT-PROCURED TRANSPORTATION

11–1. General. This chapter applies only to military members.

11–2. Entitlements. *a.* Entitlements for shipment of mobile homes for military members are in JTR, volume 1, chapter 10.

b. JTR, volume 1, paragraph M8016 and chapter 10 entitles members to movement of a mobile home and shipment of HHG and baggage as shown in table 11-1. Movement of a mobile home at Government expense may be made only when the mobile home is intended for use by member or dependent(s), or both, as a residence at destination.

11–3. Shipment of mobile home before issuance of orders. Criteria for authorization or approval and procedures for such shipments are the same as for shipment of HHG. (See para 4-4.)

11–4. Application. Application for transportation of mobile homes will be made as prescribed in DOD 4500.34-R, paragraph 4013.

11–5. Procurement of transportation services. The responsible TO will procure services for transportation of mobile homes according to instructions issued by MTMC.

11–6. Instructions to members. In addition to items specified in DOD 4500.34-R and DA Pam 740-2, when members (or dependents of deceased members) apply for movement of a mobile home, the TO will advise them of the following:

a. They are responsible for and will be billed for any costs in excess of allowances prescribed in JTR, volume 1, chapter 10.

b. Members are to contact the installation family housing manager at destination, prior to shipment of the mobile home, for information on trailer parks or for assignment to a space in a Government trailer park.

c. Location of the destination TO who will provide assistance.

d. The cost of movement of a mobile home may exceed the amount payable by the Government. When the TO contacts the commercial transporter for movement, the transporter can furnish a cost estimate for the move. This can be used to assist the member in planning the move.

e. Many services, which will reduce overall costs, may be performed by the member to prepare the mobile home and contents for movement.

f. Insurance in excess of the transporter's liability may be available to the member by the transporter. The cost of such insurance will be charged to the member regardless of total cost of move.

g. Mobile home carriers will not be liable for nor carry any document, currency, money, jewels or jewelry, watches, precious stones, furs or fur clothing, bonds, stock certificates or securities, negotiable instruments, deeds, notes or bill, postage stamps or stamp collections, coin collections, letters or packet of letters, personal or business papers, pistols, handguns, rifles, shotguns, or any other articles of substantial or extraordinary value. These items will not be placed in mobile homes for transport. Member must arrange for movement of these items at personal expense when trailer allowances are claimed or mobile home is transported at Government expense.

h. Items, such as concrete blocks and oil drums, will not be transported inside the mobile home. The additional weight may cause blowout of tires and additional expense to the member.

i. All flammable items, such as gas cans and matches, will be removed from the interior of the trailer.

j. Member will insure easy access to pickup and delivery points. A mobile home that is parked in a muddy location or has settled in the sand may require wrecker service before it can be picked up at origin.

k. Member will inspect trailer with the driver of the towing vehicle before movement to insure that condition of trailer and contents is properly represented on the checksheet.

l. Member will furnish the mobile home registration to the commercial transporter.

m. Tires that blow out en route will be replaced by the transporter and charges added to the cost of the move.

n. Member or member's designated agent must sign the PPGBL at destination. Also, inspect the mobile home for any irregularities and damages and annotate them on the reverse of the PPGBL before signing.

o. Member may submit an inconvenience claim if the shipment is not received by the required delivery date, in accordance with the terms of the carrier's tender of service. (See DOD 4500.34-R, app A.)

11–7. Shipment of HHG/baggage between CONUS ports and points in the US for military members claiming mobile home allowances or shipping mobile homes at Government expense. After a move to or from overseas, members may have HHG (including unaccompanied baggage) shipped on a PPGBL between the oversea duty station and the CONUS and Alaska duty station. By doing so, they will not jeopardize their entitlement to move a mobile home if they pay, or agreed to pay, all excess costs. The total costs to the Government of the transportation of baggage and HHG and the transportation of a mobile home may not exceed what it would have cost the Government to ship (including packing, pickup, line-haul or drayage, delivery, and unpacking) the member's maximum authorized HHG weight allowances between the prescribed authorized points.

11–8. Shipment due to the breakdown, wreckage, or destruction of a mobile home. If a mobile home breaks down or is wrecked or destroyed en route to destination and cannot be moved further by the commercial transporter the contents of the mobile home qualifying as HHG may be transported at Government expense. The PPGBL issued for such transportation will refer to the original PPGBL issued for movement of the mobile home and will cite JTR, paragraph M8016-5, as authority.

11–9. Shipment for members not remaining in a pay status or for dependent(s) of deceased members. *a.* Shipment may be made on a PPGBL for members not remaining in a pay status provided all estimated excess costs are collected in advance. In case of member's death, the TO may make such shipments on a PPGBL provided it is determined in advance that the excess costs are collectable from the dependent. The origin TO will before such shipment—

(1) Request the carrier to provide an estimate of all identifiable costs in the movement of the mobile home.

(2) Annotate the PPGBL to show the total cost authorized for payment by the Government.

(3) Use the carrier's estimate to determine the cost in excess of allowances prescribed in JTR, volume 1, Chapter 10.

(4) Complete (in duplicate) section D, DA Form 4846, (Excess Cost Computation).

(5) Collect all identifiable excess costs from the member or if appropriate the dependent of deceased member on DD Form 1131 (Cash Collection Voucher) under AR 37-106, paragraph 11-5.

(6) On the PPGBL, check the appropriate item in block 34 and annotate in the remarks block "Pay officer's review required. Member no longer in pay status. Member has paid $____ excess costs charges".

(7) Send DD Form 1131 and DA Form 4846 to the Commander, US Army Finance and Accounting Center, ATTN: FINCH-BC, Indianapolis, IN 46249.

(8) Keep a copy of DD Form 1131 and DA Form 4846 in the member's shipment file.

b. The member or dependent, as applicable, will be advised that upon reconcilement of the billing with the amount collected, the US Army Finance and Accounting Center will collect additional amounts due, or make refund of any over collection to the member or dependent.

c. Where a PPGBL is not issued, the member, the designated agent, or dependent of a deceased member, will be directed to a reliable commercial transporter and advised that a claim for reimbursement of expenses may be submitted to the Commander, US Army Finance and Accounting Center, ATTN: FINCH-BC, Indianapolis, IN 46249.

Table 11-1. Entitlement to Shipment of a Mobile Home

Condition	*Entitlement*
1. Member is ordered from CONUS or Alaska to oversea duty station (including Hawaii). Concurrent travel of dependents is authorized and performed.	1. No entitlement to movement of mobile home to a designated location at Government expense.
2. Member is ordered from CONUS or Alaska to oversea duty station (including Hawaii). Concurrent travel of dependents is authorized but not performed.	2. Member electing to transport a mobile home to a designated location within CONUS or Alaska for use as a residence for his or her dependents while overseas is entitled to movement of the mobile home at Government expense. Acceptance of the mobile home allowance or movement of the mobile home at Government expense cancels member's entitlement to movement of HHG/baggage to a designated place within CONUS or Alaska. Member is entitled to movement of HHG/baggage at Government expense from his or her old duty station in CONUS or Alaska to the member's oversea duty station. Maximum allowance is prescribed in JTR, paragraph M10006-2.
3. Member is ordered from CONUS or Alaska to oversea duty station (including Hawaii). Concurrent travel of dependents is not authorized.	3. Member is entitled to movement of mobile home to designated location within CONUS or Alaska at Government expense. Maximum allowance is prescribed in JTR, paragraph M10006-2*e*(1). Upon later authorization for dependent travel, member is entitled to movement of HHG from designated location to oversea duty station at Government expense—maximum allowance is prescribed in JTR, paragraph M10006-2*a*.
4. Member is ordered from CONUS or Alaska to oversea duty station (including Hawaii). Concurrent travel of dependents is not authorized, but delayed travel of dependents is authorized and performed or will be performed.	4. Entitlement to movement of a mobile home at Government expense to a designated location within CONUS is contingent upon the following: *a*. Member's dependents will use the mobile home as a residence until they depart for member's oversea duty station; AND *b*. Member is authorized transportation of dependents at Government expense to that designated location. If the conditions of *a* and *b* above are met, item 3 applies.
5. Member is ordered from oversea duty station (including Hawaii) to CONUS or Alaska.	5. Member is entitled to movement of a mobile home from designated location (whether mobile home was moved to designated location at Government or member's expense) to new duty station within CONUS or Alaska at Government expense subject to excess costs. See JTR, paragraph M10006-4.

CHAPTER 12

TRANSPORTATION OF PRIVATELY-OWNED VEHICLES

Section I. AUTHORITY

12-1. Military members. The legal authority for the transportation of POVs of military members at Government expense is contained in Section 2634, Title 10, United States Code (10 U.S.C. 2634) and Section 554, Title 37, United States Code (37 U.S.C. 554). Basic provisions are set forth in JTR, volume 1, chapter 11.

12-2. Civilian employees. The legal authority for the transportation of POVs of civilian employees at Government expense is Public Law 87-707, 6 September 1960, as amended, and GSA FPMR 101-7, the executive regulations implementing the law. Basic provisions are set forth in JTR, volume 2, chapter 11.

12-3. Red Cross personnel. Basic provisions are in AR 930-5.

12-4. Nonappropriated fund (NAF) employees. NAF employees are not authorized transportation of POVs at Government expense. If shipment of a POV is authorized in the employee's orders, the employee may ship one POV (other than foreign-made POVs which are CONUS inbound or intra-theater shipments) on a space-required reimbursable basis pursuant to PCS or reemployment leave orders involving transocean movement between the military terminal serving the old and new duty station (or home). For payment and collection action for movement of POVs belonging to—

a. Army NAF employees (other than AAFES). (See DOD 4500.32-R, vol II, para 2-8b.)

b. AAFES NAF employees. (See DOD 4500.32-R, vol II, para 2-8a.)

12-5. Other Government agencies. There is no basic authority for shipment of POVs for employees of other US Government agencies unless the agency concerned has funds allotted for this purpose. Applications for shipment on a space-required, reimbursable basis will be forwarded by the employee through the head of the employing agency to HQDA(DALO-TSP-P) WASH DC 20310, for prior authorization.

Section II. ENTITLEMENTS—MILITARY

12-6. General. *a.* Effective 30 October 1981, under JTR, paragraph M11012, a member entitled to ship a POV is entitled to a monetary allowance for travel to and from ports designated for loading and unloading the POV for shipment. The monetary allowance is authorized for mileage one way to the port of embarkation and from the port of debarkation incident to a PCS. Overland shipment of a POV or transportation in kind is not authorized.

b. Military members are authorized transocean shipment from port(s) serving old duty station to port(s) serving new duty station at Government expense of one POV for the personal use of the member or dependents—

(1) Pursuant to PCS orders involving movement to, from, or between overseas command.

(2) If a minimum of 12 months remains to be served on the current oversea tour of duty at the time the POV is delivered to the loading port (except as noted in para 12-8).

(3) Subject to the availability of direct ocean service (see DOD 4500.34-R, para 16004 and app N).

c. Shipment of POVs between ports in CONUS is authorized when needed to complete onward transportation to port serving member's new duty station under JTR, paragraph M11003-2.

d. Restrictions, conditions, and general information for shipment of POVs to and from overseas are in PPCIG, volume II, under individual country listing. This information does not apply to Army attache personnel except when specifically stated. Supplemental information on shipment of POVs for attache personnel will be obtained from the Director, Defense Intelligence Agency, ATTN: AA-5, WASH, DC 20301.

e. Land transportation to and from ports of embarkation will be at no expense to the Government (except as provided for in JTR, para M11005).

Note: Shipment of flashy or expensive POVs to foreign areas is discouraged.

12–7. Shipment per family unit. Only one POV may be shipped on the PCS entitlement of the member. This does not preclude shipment of more than one POV if both husband and wife are military members and each is entitled to shipment of a POV.

12–8. Shipment upon 1-year tour or less. Members assigned to oversea areas where the tour of duty is for 1 year or less may be authorized shipment of a POV. The oversea commander will establish the policy relative to the time limitation, subject to the requirement that a minimum of 6 months remains to be served on the current tour of duty at the time the POV is delivered to the loading port for shipment.

12–9. Shipment upon leave en route. Members may ship one POV to or from a port other than the one serving the old and the new duty station or to and from CONUS for use during leave en route incident to inter-theater PCS orders. This entitlement is subject to advance payment for any costs in excess of those which would have been incurred in shipment from the port normally serving the old duty station to the port normally serving the new duty station.

12–10. Shipment on space-required, reimbursable basis. Members may ship one POV on a space-required, reimbursable basis, pursuant to orders for indeterminate temporary duty which will extend beyond a period of 140 days.

12–11. Shipment of a replacement POV. Major oversea commanders may authorize or approve shipment of one replacement POV from a CONUS port to the port serving the oversea duty station for members who had previously shipped a POV to their oversea station if—

a. Replacement is the result of rapid deterioration of the POV due to severe climatic conditions or loss through fire, theft, or similar causes.

b. Such cause was beyond the control of the member.

c. Replacement would be in the best interest of the US.

d. A minimum of 1 year will remain to be served on the current oversea tour of duty at the time the replacement POV will be delivered to a US port for shipment. A minimum of 6 months will remain for 1-year tours.

12–12. Reshipment of a POV incident to amended, canceled, or revoked orders. *a.* Under JTR, paragraph M11010, reshipment/transshipment to proper destination of a POV is authorized when competent PCS orders are subsequently amended, canceled, or revoked.

b. When a POV has been transported at Government expense from an oversea command to CONUS, reshipment to the oversea command is authorized provided at least 6 months remain to be served by the member in that oversea command at the time the CONUS port is required to reship the POV.

c. When a POV has been transported on a space available basis from an oversea command to CONUS, reshipment to the oversea command is not authorized.

12–13. Shipment upon assignment to a restricted area. When a military member is assigned to an oversea area to which shipment of POV is not authorized, the MACOM may authorize the member's request to ship a POV to Alaska, Hawaii, Puerto Rico, or a territory or possession if dependent travel to that point is not a factor. See JTR, paragraph M11002-7, item 2.

a. When members request authorization for such shipment, they will show the relationship of the destination of the shipment with the residence of their family, home of record, or last place from which they were ordered to active duty. Requests will also show who will accept and maintain custody of the POV. Justification is required—

(1) When the requested destination of the POV is not the member's home of record, the residence of the member's family, or the last place from which member was ordered to active duty.

(2) If the person who will accept and maintain custody of the POV is not a member of the member's immediate family.

b. Members will provide the port of embarkation a copy of the authorization for shipment when they take their POV to the port for shipment.

12–14. Shipment upon reassignment from restricted to unrestricted area. A member may ship a POV from the US to the port serving the new duty station when he or she is assigned from an oversea duty station to which shipment of a POV is not authorized, to a new oversea duty station to which shipment is authorized.

12–15. Shipment incident to unusual or emergency circumstances (official and personal) or prior to issuance of orders. *a.* When travel orders authorize the return of dependents to CONUS, one POV may be shipped to the nearest military terminal serving the dependent's authorized destination. See JTR, paragraph M11002-6.

b. When a member has been alerted of an impending PCS, the major Army commander may authorize, before actual receipt of orders by the member, direct water shipment of the POV to the military port nearest the new duty station. See paragraph 4-4 for more guidance on such shipments.

c. If shipment is made under *a* or *b* above, the member is not entitled to another POV shipment on the current oversea tour.

12–16. Shipment upon evacuation of dependents. *a.* One POV may be shipped pursuant to travel orders authorizing evacuation of dependents from oversea areas. The POV may be shipped to a designated place for use by the dependents. Shipment may include any land transportation required. (See JTR, para M12005.)

b. Upon receipt of authorization to rejoin member, the POV may be shipped to the port serving the member's duty station.

12–17. Members reported as dead, injured, ill, or missing. POVs may be transported to the approved destination for members of all grades as specified in JTR, paragraph M11005, and chapter 10 of this regulation.

12–18. Shipment upon separation from service or relief from active duty. Members may ship one POV to port serving home of record or place of entry on active duty incident to travel orders authorizing separation from the Service or relief from active duty under honorable conditions. Shipment must be made within 1 year from date of separation from the Service or relief from active duty.

12–19. Shipment upon retirement. Members may ship one POV to the port serving the home of selection pursuant to travel orders incident to retirement. Shipment must be made within 1 year from date of retirement, unless a time extension has been authorized or approved.

12–20. Transshipment from designated port. POVs may be transshipped between CONUS ports when authorized or approved by the MTMC area commander. In addition to the cases cited in JTR, paragraph M11003-2, transshipment may be considered when—

a. The member's POV is late in arriving at a designated port.

b. It is determined that the POV was improperly shipped through no fault of the member.

Section III. ENTITLEMENTS—CIVILIANS

12–21. General. Civilian employees whose permanent duty stations are located outside CONUS are authorized transportation of POVs at Government expense if—

a. The criteria in JTR, volume 2, chapter 11, are met.

b. At least 12 months remain on the current transportation agreement at the time the POV is delivered to the military terminal for oversea shipment, or the sponsor agrees to serve 12 months after the arrival of the POV at the oversea destination.

c. Restrictions, conditions, and general information for shipment of POVs for DA personnel to and from overseas are in PPCIG, volume II, under individual country listing.

12–22. Shipment of a replacement POV. One replacement POV may be shipped to an oversea area at Government expense if the first POV was lost or destroyed through reasons beyond the control of the employee. The oversea commander will determine when such action is in the best interest of the Government. (See JTR, para C11005-1.)

12–23. Employees officially reported as dead, injured, or missing for a period of 30 days or more. POVs may be transported at Government expense to the approved destination for such employees. JTR, paragraphs C6061 and C6101, and chapter 10 of this regulation apply.

12–24. Shipment on space-required, reimbursable basis. *a.* The following civilian employees hired overseas may ship a POV to the oversea duty station on a space-required, reimbursable basis if the time limits in paragraph 12-21*b* are met.

(1) Former military members who were separated in an oversea command to accept employment as civilian employees, provided shipment was not made to the same or another oversea command under any other entitlement within the preceding 4 years.

(2) Former employees of firms that held contracts with the Government and who traveled over-

seas at the contractor's expense and were later employed by the Government.

(3) Employees who, immediately prior to being hired under an appropriated fund, were engaged in a nonappropriated fund or special service activity.

b. Such shipment will not be made if the employee is not entitled to shipment of a POV at Government expense to the employee's actual residence upon separation from the oversea area.

Section IV. GENERAL PROVISIONS

12–25. Ownership. POVs authorized shipment at Government expense must be the personal property of the sponsor, the dependent, or the joint property of the sponsor and his or her dependent.

12–26. Shipment of foreign-made POVs. *a.* Foreign-made POVs purchased overseas or to be delivered overseas will not be transported at Government expense except as noted in *b* below. This applies to all DOD personnel and their dependents.

Note: POVs assembled in a foreign country, or parts manufactured in the US and sold by local dealers in the foreign country, are considered foreign-made POVs.

b. Foreign-made POVs may be shipped at Government expense as shown below.

(1) Foreign POVs shipped from oversea areas where adequate facilities do not exist for the maintenance and repair of POVs produced and assembled in the United States. Those areas are listed in JTR, volume 1, appendix H; and JTR, volume 2, paragraph C11009.

(2) A used foreign POV purchased by a DOD member from another DOD member who is eligible for shipment of the vehicle at Government expense.

(3) POVs purchased overseas as a replacement for a POV shipped overseas at Government expense. Major Army commanders may authorize or approve shipment of a replacement POV when the following criteria are met—

(*a*) The original destroyed POV was shipped to the oversea command at Government expense.

(*b*) The original POV was destroyed through deterioration due to severe climatic conditions, fire, theft, accident, or similar cause beyond the control of the owner.

(*c*) The foreign-made replacement POV was purchased after the loss of the POV.

(*d*) The owner is not in possession of an adequate second POV overseas at the time of destruction of the original POV.

(*e*) If there is no urgent need for a replacement POV, such purchase cannot be determined as necessitated by destruction of the original POV and shipment would not be in the best interest of the Government.

(4) New and used US manufactured and assembled POVs sold through US factory franchised foreign dealers.

(5) US manufactured, Canadian assembled POVs sold through the Army and Air Force Exchange Service new car sales program.

c. Foreign-made POVs purchased overseas and returned to CONUS, Alaska, Hawaii, Puerto Rico, Virgin Islands, Guam, Midway, Wake Island, American Samoa, or the Canal Zone (before October 1979) at personal expense may subsequently be shipped overseas and returned to the US at Government expense if owner is eligible for shipment. However, reloading and shipment to final destination at Government expense for foreign-made POVs purchased overseas and returned at personal expense to a transshipment point in any of the abovenamed localities incident to a transfer between oversea areas is not authorized.

d. Persons entitled to ship a POV may ship one foreign-made POV, not eligible for shipment at Government expense, to the United States on a space-available basis on an MSC-controlled vessel. This does not authorize a person who ships a POV at government expense to ship another POV under this arrangement. Rerouting of MSC-controlled vessels to load or discharge POVs transported on a space-available basis is not authorized.

12–27. Shipment of second POV. *a.* The shipment of more than one POV (either space-available or space-required) on a PCS order is prohibited.

b. If through an administrative oversight a second POV is shipped, the cost of shipping the last POV will be paid in total by the owner.

c. When the shipment of a second POV by a member has occurred, the terminal commander will record the total moving charges on DD Form 139, as prescribed in AR 37-104-3, paragraph 70712*j*, and send it to the member's servicing finance and accounting officer for collection.

Section V. RESPONSIBILITIES

12-28. Military Sealift Command. The MSC will procure authorized shipping space for those POVs offered them for shipment by military terminals. When MSC services parallel commercial services, Government vessels will be used if space is available.

12-29. Port commanders. Commanders of CONUS military ocean terminals and oversea ports are responsible for the following functions:

a. Counseling. All DOD personnel will be counseled under DOD 4500.34-R, paragraph 16003. When members or employees deliver their POV to the port for shipment, they will also be counseled on the following points:

(1) Estimated date of arrival of POV at destination port.

(2) Entry requirements and restrictions. See PPCIG, volume II, for POVs destined to oversea areas and DOD 5030.45-R for POVs inbound to the customs territory of the US.

b. Documentation, preparation, processing and inspection. Documentation, preparation, processing and inspection functions to be performed are prescribed in DOD 4500.34-R, chapter 16. When a PPGBL is used, it will cite the MSC industrial fund and designate MSC as the paying office.

c. Shipping arrangements. All POVs will be offered to MSC for shipment. When possible, this will be done in sufficient time so that POVs will be shipped to arrive with or before the members/dependents.

d. Determining shipment priority. (See DOD 4500.34-R, para 16010.)

e. Processing abandoned POVs. DOD 4160.21-M, paragraph 56, chapter VI, provides guidance for processing POVs abandoned by the owner and in possession of the terminal.

12-30. Oversea commanders. Oversea commanders will insure that all provisions of DOD 5030.49-R are adhered to and will provide adequate facilities for the processing of POVs.

Section VI. PROCEDURES

12-31. Delivery to port. *a.* POVs should be delivered to the loading port for shipment prior to the departure of the person on whose orders the shipment is to be made. This includes dependent travel authorization when no POV has been previously shipped on the sponsor's orders.

b. POVs delivered to CONUS military terminals within 90 days after the sponsor or dependent departs will be accepted for shipment without prior authorization of the oversea commander.

c. When circumstances beyond the sponsor's control prevent delivery of the POV to the loading port within the time limits shown above, shipment is authorized only if it is determined to be in the best interest of the Government. This decision is made by the oversea commander of the area in which the sponsor is assigned at the time the request is submitted.

12-32. Supporting documentation. The following documents will be provided on delivery or pickup of a POV:

a. Delivering a POV to a port for shipment.

(1) A statement that only one POV is being shipped under the PCS order.

(2) A statement that the POV is the personal property of the sponsor, dependent or the joint property of the sponsor and dependent; and that the POV is not intended for resale.

(3) A copy of the PCS orders which authorize shipment of the POV. Dependent travel authorization will also be provided when shipment is made after the sponsor's departure.

(4) Power of attorney or letter of authorization if the POV is delivered by someone other than the member, employee or spouse.

(5) An agreement, signed by the sponsor, to pay excess transportation costs if POV being shipped exceeds the sponsor's entitlement.

b. Picking up a POV from a port.

(1) A copy of the PCS orders which authorized shipment.

(2) Power of attorney or letter of authorization if the POV is picked up by someone other than the sponsor.

12-33. Space-required reimbursable or space-available charges. *a. Charges.* The following costs will be charged to the member for each POV authorized to be moved to, from, or between oversea areas through military terminals.

(1) *Post accessorial charges.* One-hundred per-

cent of all port accessorial charges. These charges cover costs incurred in the receiving, processing, and documenting of the POV at the port of embarkation/debarkation; costs for furnishing the necessary container for tools and removable parts; costs of all services for handling (including stowage in and discharge from vessels) the POV in the port of embarkation; and costs for delivery of the POV to the owner at the port of debarkation.

(2) *Ocean transportation charge.* This charge is computed by multiplying the number of the measurement tons (to the nearest tenth of a measurement ton) displaced by the POV by the appropriate rate for POVs prescribed in the current MCS billing regulations. Manufacturer's cubage is, as a rule, less than the actual cubage determined at ports of embarkation (a measurement ton is 40 cubic feet). The average compact POV displaces approximately 9 measurement tons. The average displacement of other than compact POVs is approximately 15 measurement tons.

(*a*) Twenty-five percent for space-available shipments.

(*b*) One hundred percent for space-required reimbursable shipments.

(3) *Transshipment charges.* The Government will not pay for any costs incurred in connection with transshipment. For space-available shipments, when direct ocean shipping is not available between the ports serving the old and new duty station, the costs collected at the origin loading port will include all port accessorial charges at each transshipping point and 25 percent of the ocean transportation charge between each transshipping point to the port serving the new duty station. These costs include costs incurred at CONUS transshipping point when CONUS transshipment is required.

b. Collection of charges.

(1) Charges for POVs authorized to be moved to, from, or between oversea through military terminals will be collected at the time the POV is delivered and physically accepted at the loading port of embarkation.

(2) Collections will be documented on DD Form 1131 citing individual costs for services to be performed and the appropriation designated in table 12-1.

(3) Amounts collected will be sent to the appropriate finance and accounting office (FAO) for deposit as appropriation reimbursements. They will be accompanied by DD Form 1131, DD Form 1384 and a copy of the orders authorizing shipment of the POV. The DD Form 1131 will be annotated with the statement: "paying officer review is required." A copy of DD Form 1131, with supporting documentation, will also be forwarded to the US Army Finance and Accounting Center, ATTN: FINCY-B, Indianapolis, IN 46249.

(4) Charges to NAF employees will be billed under DOD 4500.32-R, volume II, paragraph 2-3 or 2-8.

12–34. Excess costs on shipments at Government expense (space-required). Excess costs resulting in shipment of POVs at Government expense (such as, POVs which exceed 20 measurement tons, shipments to and from alternate ports, etc.) will be collected as follows.

a. Member remaining in a pay status.

(1) Upon shipment of a POV in excess of 20 measurement tons, POV processing personnel at the terminal will—

(*a*) Prepare an original and three copies of DD Form 139 at the time the POV is accepted for shipment. The form will be annotated with the statement: "Shipment involves excess costs—POV exceeds 20 M Ton. Reimbursement for ____ M Ton is required." The appropriate accounting classification under table 12-2 will be shown on the DD Form 139.

(*b*) Send the original and one copy of the DD Form 139, a copy of the orders authorizing shipment of the POV, a copy of the DD Form 1384, and an itemized list of charges to be collected by the FAO at the member's new duty station.

(*c*) Keep the one copy of the DD Form 139 at the port and give one copy to the member.

(*d*) Inform the member that collection of the excess costs will be made by the FAO at his or her new duty station.

(2) The FAO at the member's new duty station will return one copy of the DD Form 139 to the terminal commander certifying that collection action has been taken.

(3) All excess costs involved in the shipment of a POV, other than those resulting from POV exceeding 20 measurement tons will be collected at the port of embarkation before shipment. Collection will be documented on DD Form 1131, citing the appropriate accounting classification under table 12-2. Amounts collected and supporting documents will be forwarded as shown in paragraph 12-33*b*(3).

b. Member not continuing in a pay status. When the member will not continue in a pay status for at least 180 days or if the member is deceased, all excess costs will be collected from the member or heirs at the time the POV is delivered and accepted at the port of embarkation.

(1) Collections will be documented on DD Form 1131, citing the appropriate accounting classification in table 12-2.

(2) The member will be given a copy of a receipt for the collection made.

(3) Amounts collected will be forwarded as shown in paragraph 12-33*b*(3). "Member no longer in a pay status" will be added after "paying office review is required."

c. Civilian employees. All excess costs for the shipment of a POV will be collected at the port of embarkation before shipment. Collections will be documented on DD Form 1131, citing the appropriate accounting classification in the table 12-3. Amounts collected will be forwarded with supporting documents to the FAO as shown in paragraph 12-33*b*(3).

12–35. Authorization for sale overseas of POVs. *a.* A general license has been issued by the Department of Commerce authorizing exportation of POVs from the US to oversea destinations when the POVs are for the exclusive use of the owner or his or her immediate family. POVs intended for resale or for primary use by other persons at the time of delivery to the port of embarkation will not be transported.

b. POVs which are transported overseas from the US as provided herein may be disposed of in an oversea area as shown below. Disposition will be subject to regulations issued by the oversea commander and must be consistent with the laws and agreements of the country in which located.

(1) Without restriction, if disposed of as scrap.

(2) If a member desires to sell a POV overseas, he or she should contact the local legal assistance office for guidance before the sale.

12–36. POV licensing. *a. Overseas.* POV licensing requirements of oversea commands will *not* be a prerequisite for shipment to oversea points or between oversea areas. Upon arrival in the oversea area, the member or employee will take prompt action to comply with the statutes of that country and with regulations issued by the oversea commander.

b. United States. POV licensing requirements of individual States and the District of Columbia will *not* be a prerequisite for shipment from an oversea area to the US. Members returning to the US will take prompt action to register their POVs in the proper State or the District of Columbia. Use in the US of vehicle license tags issued overseas may result in arrest by civil authorities and possible fines/imprisonment.

12–37. Organized unit to and from overseas. Members of organized units (TOE, TD), who are entitled to shipment of POVs, are authorized shipment through the port of embarkation through which the organized units are moving or through other ports when mutually agreed upon between the unit commander and the port commander. The commander of the unit will determine the total number of POVs to be moved under this authority and advise the port commander concerned at least 4 weeks prior to the date the unit is scheduled to embark.

12–38. Reimbursement. Members are not authorized reimbursement for the cost of shipping POVs by commercial means when they personally arrange for such service, except as authorized by JTR, paragraphs M11005 and M11007.

12–39. US Customs requirements on foreign-made POVs purchased overseas. *a.* POVs purchased in a foreign country and shipped under competent orders (DOD 5030.49-R, para 8003), may be imported into CONUS, Alaska, Hawaii, or Puerto Rico free of customs duty subject to the following:

(1) Sponsor must present written evidence that he or she purchased the POV while in the oversea area on PCS or temporary duty orders, or in a leave status.

(2) Application for shipment of POVs presented by personal representatives (not commercial agents) must be supported with written evidence as stated in (1) above. In addition, written evidence must indicate that sponsor took direct personal possession of the POV while in the oversea area of purchase.

b. POVs purchased and shipped to a US port of entry prior to issuance of orders must be supported with a copy of the oversea command approval, under DOD 5030.49-R, to be exempt from customs duty.

c. POVs purchased but not delivered until after departure of the sponsor from the oversea area are not exempt from customs duties.

d. POVs shipped via commercial terminals at sponsor's expense will not be consigned to Army TOs at US ports of entry. Sponsors will be advised to designate the individual or commercial agent to receive the POV and make necessary arrangement for customs clearance.

e. POVs shipped to the US as an accommodation for others or for sale, barter, or exchange are not authorized duty-free entry. Commanders will insure that sponsors shipping foreign-made POVs are told of their responsibilities and of the seriousness and penalty incident to willful abuse of their duty-free entry privileges.

12–40. Safety and emission control standards. Foreign-made POVs which are eligible for shipment at Government expense must conform to the Federal Motor Vehicle Safety and Emission Control Standards for entry into CONUS, Alaska, Hawaii, Puerto Rico, or any territory or possession of the US.

a. Safety standards. Federal Motor Vehicle Safety Standards apply to POVs manufactured on or after 1 January 1968. No exceptions to these standards will be made.

(1) Members should require that a Federal Motor Vehicle Safety Standards label certifying conformity be affixed to the POV prior to purchase.

(2) POVs not manufactured to conform, but made to conform prior to shipment, may be admitted to CONUS if accompanied with a certificate from the conforming party (preferably the original manufacturer). This certificate must describe the nature and extent of work done by that party.

(3) Nonconforming POVs may be admitted conditionally, under bond, if made to conform within 90 days of entry. Such modifications, however, may require engineering, be impractical, or be unduly expensive.

b. Emission control standards.

(1) The Clean Air Act prohibits importation into CONUS of POVs not certified as meeting Federal emission control standards. These standards apply to all 1968 and later model year passenger cars, light trucks, and 4-wheel drive POV's of foreign and domestic manufacture. Such POVs are subject to crankcase and exhaust emission standards and, beginning with the 1971 model year, fuel evaporative emission standards. POVs with an engine that has a displacement of less than 50 cubic inches are subject only to the crankcase emission standards until the 1973 model year. Later models of such POVs become subject to the exhaust and fuel evaporative emission standards as well.

(*a*) The sponsor importing the POV is responsible for insuring that the POV complies with emission standards. Conformance is indicated by a label located in the engine compartment that reads "Vehicle Emission Control Information" and includes the manufacturer's full name and trademark. It is important to distinguish this label from the Federal Motor Vehicle Safety Standards label which should also be located on the vehicle.

(*b*) In accordance with DOD 5030.49-R, paragraph 8006*b*(3), sponsors must complete US Environmental Protection Agency (EPA) Form 3520-1 (Importation of Motor Vehicle Engines Subject to Federal Air Pollution Control Regulations). One copy of this form will be attached to the copy of DD Form 1252 (US Customs Declaration for Personal Property Shipment—Part I) accompanying the vehicle. If the EPA Form 3520-1 is not attached, the POV will be detained until a conformity statement is delivered to the District Director of Customs. Pending delivery of the conformity statement, the sponsor must post a cash bond equal to the value of the POV plus duty.

(*c*) Violation of the Clean Air Act subjects the member to a fine of up to $10,000 per vehicle.

(2) The following POVs are exempt from Federal emission control standards:

(*a*) 1967 and earlier model year vehicles.

(*b*) Passenger vehicles with diesel engines.

(*c*) Motorcycles.

(*d*) Racing vehicles which will never be operated on public streets or highways.

(*e*) Display vehicles which will never be sold or operated on public streets or highways.

(3) Federal emission control regulations include special restrictions on importation into CONUS of any vehicle equipped with a catalytic converter that has been operated in an oversea area. The DOD POV Import Control Program assists participating members in protecting their catalytic converter when their POV is operated in an oversea area where unleaded gasoline is not available. Participation in this program will preclude future problems that would be encountered when importing the POV back in CONUS upon reassignment. For details of this program, refer to DOD 4500.34-R, chapter 16, and to DOD 5030.49-R, chapter 8.

Table 12-1. Accounting classifications for space required/available shipments for which total costs are reimbursable to the Government.

Charges	Accounting Classification
CONUS port handling	21*2020 32-C-930 P720000-99 S99999
Ocean transportation	21*2020 32-C-930 P720000-99 S99999
Oversea port handling	21*2020 **-C-930 P720000-99 SXXXXX

Table 12-2. Accounting classifications for excess cost for shipments at Government expense - military.

Charges		Accounting Classification
CONUS port handling	Accession Travel	21*2010 01-403 P1419 S99999
	Rotational Travel	21*2010 01-403 P1449 S99999
	Separation Travel	21*2010 01-403 P1479 S99999
	Unit Travel	21*2010 01-403 P1489 S99999
Ocean transportation	Accession Travel	21*2010 01-403 P1415 S99999
	Rotational Travel	21*2010 01-403 P1455 S99999
	Separation Travel	21*2010 01-403 P1475 S99999
	Unit Travel	21*2010 01-403 P1485 S99999
Oversea port handling		21*2020 **-C-930 P720000-99 SXXXXX

Table 12-3. Accounting classifications for excess costs for shipments at Government expense - civilians.

Charges	Accounting Classification
CONUS port handling	21*2020 32-1820 PE728010.21000-2572 S12121
Ocean transportation	21*2020 32-1824 PE728010.13100-2200 S12121
Oversea port handling	To be determined by the applicable theater controlling the oversea port handling costs.

NOTE: Insert-

a. The last digit of fiscal year in place of *

b. The applicable oversea operating agency code in place of *

c. The fiscal station number of fiscal station performing in the service in place of XXXXX

CHAPTER 13

TRANSPORTATION OF PRIVATELY-OWNED FIREARMS

13–1. Purpose. This chapter provides policies and procedures for interstate movement and exportation from the US of privately-owned firearms. Provisions for importation into the US of firearms are in DOD 5030.49-R, chapter 10.

13–2. Authorization. *a.* Members or employees may ship within the US or export category I(a) firearms (including war trophy firearms acquired and imported under AR 608-4) for their personal use, provided—

(1) The firearm is not prohibited as identified in paragraph 13-3.

(2) The firearms are not prohibited entry into or exceed the quantity authorized by the country, State, or area to which shipment is requested. See the Alcohol, Tobacco, and Firearms Publication 5300.5, Firearms Regulation, for Federal and State firearms laws and PPCIG, volume II, for individual country restrictions.

(3) Special authorization is obtained when required by the country, State, or area to export the firearms. Such authorization will be presented to the TO at the time of shipment. (References cited in (2) above apply.)

b. Unless indicated otherwise in PPCIG, volume II, under individual country, prior authorization should be obtained from the oversea command for the shipment of privately-owned firearms. It is recommended that all shipments of firearms leaving the US be supported by US Customs Form 4457 (Certificate of Registration for Personal Effects Taken Abroad).

c. Army members and US civilian employees assigned outside the US (including Alaska and Hawaii) on extended duty may export firearms without an individual license.

13–3. Limitations and prohibitions. *a. Limitations.*

(1) Firearms must be free of explosive charges and must be supported with documentation prescribed in paragraph 13-6 when turned over to a TO for shipment.

(2) Members or employees may export (but not mail) from the US category I(a) firearms (except shotguns with barrels less than 18 inches in length) in any amounts, unless restricted as shown in PPCIG, volume II.

b. Prohibited firearms.

(1) A shotgun having a barrel or barrels of less than 18 inches in length.

(2) A weapon made from a shotgun if such a weapon, as modified, has an overall length of less than 26 inches or a barrel or barrels of less than 18 inches in length. (See Note 1.)

(3) A rifle having a barrel or barrels of less than 16 inches in length. (See Note 1.)

(4) A weapon made from a rifle if such a weapon, as modified, has an overall length of less than 26 inches or a barrel or barrels of less than 16 inches in length. (See Note 1.)

(5) A machinegun.

(6) A muffler or a silencer for any firearm.

(7) A destructive device (see para 10002*d*, DOD 5030.49-R)

(8) Any weapon or device capable of being concealed on the person from which a shot can be discharged through the energy of an explosive. (See Note 2.)

(9) A pistol or revolver having a barrel with a smooth bore designed or redesigned to fire a fixed shotgun shell. (See Note 2.)

(10) Weapons with combination shotgun and rifle barrels that are 12 inches or more, but less than 18 inches in length from which only a single discharge can be made from either barrel without manual reloading. Also included is any such weapon which may be readily restored to fire.

Note 1. The barrel of a rifle or shotgun is measured without ammunition or expended case in the chamber; with breechblock closed and locked; with the firing pin or hammer retracted as ready for firing; and by intended measurements from the face of the closed bolt or breechblock to the end of the barrel.

Note 2. Such terms shall not include a pistol or a revolver having a rifled bore(s), or weapons designed, made, or intended to be fired from the shoulder and not capable of firing fixed ammunition.

c. Handgun prohibitions. Hawaii, Illinois, Massachusetts, New York, Washington DC, Guam, Puerto Rico, and the Virgin Islands require a permit to possess or own (as opposed to a license to purchase) handguns, including war trophies classified as handguns. Such permits must be in the member's possession at the time he or she takes up residency in the State or territory.

13–4. Responsibilities. Members or employees who own firearms will—

a. Obtain the written authorization or individual licenses for exportation of arms, when required, and provide these to the Customs collectors or their designated representatives.

b. Personally insure that all laws and regulations of the US (including its territories and possessions and Alaska and Hawaii) and its subdivisions, foreign countries or occupied area, and local municipalities are complied with regarding the possession, carrying, and shipment of privately-owned firearms. Military members and their dependents are also subject to military prescribed limitations. Sales or ownership transfers of privately-owned firearms are subject to the laws of the country and municipality concerned and the regulations of the theater commander.

c. Comply with the provisions of regulations cited in this chapter. Failure to comply will subject firearms to seizure and retention until pertinent laws and regulations are satisfied.

d. Check firearms to insure that they are free of explosive charges when turned over for shipment.

13–5. Application for shipment of firearms. A separate DOD Form 1299 will be prepared for shipment of privately-owned firearms when they are not packed in the shipment of HHG or baggage. The member or employee will provide evidence of ownership and registration, if required, to the origin TO as a prerequisite for shipment. Possession and shipment of war trophies are subject to the requirements of AR 608–4.

13–6. Documentation. *a.* The member or employee should complete Customs Form 4455 or 4457 (Certificate of Registration) for firearms being taken out of the US. See DOD 5030.49-R, paragraph 10006b, on the use and preparation of these forms.

b. Proof of ownership for Customs clearance must be submitted by the member or employe when required by Customs officials.

c. The TO will put the following statement in the Description of Articles block on the Personal Property Government Bill of Lading: "This shipment contains firearms."

13–7. Packing and shipment of firearms. *a.* Firearms will be encased in a suitable gun container, individually listed on the inventory, and placed in container number 1 of HHG or unaccompanied baggage shipments so they will be readily accessible for examination by Customs officials when required.

b. Authorized firearms may be included in accompanied checked baggage that is not accessible to the member or employee and is transported in the cargo compartment of the aircraft or vessel.

c. Separate shipment of firearms will be made only when necessary (for example, weapon collection or reasons beyond control of member).

Note: Requirements of AR 190–49 do not apply to personally-owned firearms.

13–8. Shipment of firearms via MAC. *a.* In accordance with Military Airlift Transportation Regulation 76-1, volume I, firearms will be transported aboard MAC aircraft as follows:

(1) Except where restricted by regulations of a foreign government, unprohibited firearms (unloaded) may be stowed in baggage upon declaration of these items to MAC passenger service personnel.

(2) Firearms accepted for transportation will be cleared of ammunition and placed in stowed baggage or in the custody of the aircraft commander, a baggage tag will be attached to each weapon, and weapon description annotated on the tag and stub. At no time will the passenger be allowed to hand-carry his or her own firearms to or from an aircraft. On aircraft where stowed baggage is accessible to passengers, firearms will remain in the custody of the aircraft commander's representative during flight.

(3) Individual firearms (rifles, shotguns) may be transported as stowed baggage when encased in a suitable gun container and will be documented as part of the passenger's authorized baggage allowance. Firearms transported as individual items will be kept in a secure area or under surveillance until they are stowed in the aircraft.

b. Prohibited firearms and other items of a forbidden nature will not be transported aboard MAC aircraft.

CHAPTER 14

THE DO-IT-YOURSELF (DITY) METHOD OF MOVING PERSONAL PROPERTY

Section I. GENERAL

14-1. Introduction. This chapter applies to Army military members moving in CONUS, between CONUS and Alaska, or within Alaska. When processing DITY moves for Air Force, Navy, and Marine Corps members, AFR 75-33, NAVSUP INST 4050.62D, and the MC Bulletin 4050 Series, respectively, apply. US Army, Europe, and Seventh Army issues instructions for DITY moves in Germany for Army military members.

14-2. The DITY program. *a*. The DITY program is offered to military members as an alternate method of moving their HHG. Members may find it advantageous since they—

(1) Do not have to wait until a moving company can move their HHG.

(2) Have complete control over their property during the move.

(3) Can use their HHG until ready to move and have them available upon arrival at their new duty station.

(4) Can earn an incentive payment.

b. Participation in the DITY program is completely voluntary. The member has the option of moving by DITY, a PPGBL, or a combination of a DITY and PPGBL move.

14-3. The incentive plan. Under the DITY program, a member is paid a monetary incentive equal to 80 percent of what it would have cost the Government to move the authorized or actual HHG weight (whichever is less) commercially, minus the DITY cost incurred. The DITY cost is the amount the Government pays the contractor for providing the rental vehicle, equipment, and packing materials. The operating allowance that the member may receive is part of the member's incentive.

14-4. Authority. The statutory authority and contractual agreement under which HHG are moved in the DITY program are as follows:

a. The statutory authority for military members to move their HHG by the DITY method is in Public Law 94-212, section 747. The basic entitlements are set forth in JTR, volume 1, chapter 8, part H.

b. On behalf of the military services, the Naval Regional Contracting Center, Washington, DC, 20374, signs a Blanket Purchase Agreement (BPA) with the rental companies who operate within CONUS. Overseas, where the DITY program is authorized for use, BPAs are placed with rental companies on a local or area basis and are signed by the proper Service contracting officer. These BPAs are the only contracts authorized for use in the DITY program. There are no transoceanic DITY moves.

c. BPAs with rental companies exist to provide rental services under the DITY program. The BPAs are not requirements contracts, as they do not guarantee that a contractor will receive a specific amount of business. BPAs do require that the contractor meet certain performance standards.

d. BPAs with rental companies list the military activities served by the contractor. Contractors have designated representatives in each of those areas with whom TOs are to seek price quotations and place orders. The rental companies advise TOs of the dealers serving their installations.

e. The contracting office administering each BPA will be advised in writing of the names of TO personnel authorized to place orders against the BPAs.

Section II. DITY PROGRAM POLICIES

14-5. Eligibility. A member eligible to ship HHG at Government expense may move those HHG by DITY when authorized in advance by the TO. This includes—

a. Members with orders for PCS, TDY, discharge, or with retirement orders.

b. Members with assignment to, or termination of, Government quarters for the convenience of the Government.

c. Members with authorization to move locally at Government expense.

14-6. Weight allowances. Guidance on the weight of HHG which may be moved under the DITY program, and on moving excess weight is as follows:

a. General.

(1) The member's authorized weight allowance or actual weight shipped (whichever is less) is used to determine the PPGBL constructive cost, the incentive payment, and excess costs.

(2) The MTMC Household Goods Domestic Rate Solicitation Series 500-pound minimum weight will be used for members making individual DITY moves who have an authorized weight allowance of less than 500 pounds.

(3) When both husband and wife are members, the authorized maximum weight allowance of each can be combined for the purpose of shipping their HHG.

b. Excess weight. The member may move weight in excess of his or her authorized weight allowance. However, the member will receive an incentive payment only if the DITY cost does not exceed 80 percent of what it would have cost the Government to move the authorized weight allowance or actual weight moved, whichever is less. If the total DITY cost is more than 100 percent of the PPGBL cost, then all such excess costs must be collected from the member.

14–7. Travel allowances. A member making a DITY move is entitled to PCS travel allowances authorized by the JTR for the member and his or her dependents when transportation to the new permanent station is accomplished by riding in the rental truck or privately owned or borrowed vehicle.

14–8. Time and mileage limitations on rentals. The time and mileage allowed the member depends on whether the member is making a local or intercity move, and whether a truck or trailer is used.

a. Local moves. All local moves using trucks and trailers have a maximum time limit of 48 hours. There is no distance limit for local moves even though the Government is billed for local truck rentals on the basis of time and mileage.

b. Intercity moves. For intercity moves using trucks and trailers, the contractor's representative sets the time limit when the TO reserves the equipment. Besides the time limit, intercity moves by truck also have a mileage limit that the TO provides to the rental dealer. Distance used in the initial computations on one-way rentals is taken from AR 55-60, the official table of distances. Add 15 percent or 50 miles to the distance in AR 55-60, whichever is greater. This gives the member an allowance for pickup and delivery of the vehicle.

14–9. Monetary incentive payment. Guidance concerning incentive payments is as follows:

a. For a member to be eligible for an incentive payment—

(1) The DITY must be authorized in advance by the TO which is indicated by the DD Form 1299. TOs must *NOT* tell a member to arrange their own move because if the member does that, an incentive cannot be paid and the member can only be reimbursed for the actual expenses incurred in accordance with JTR, volume 1, paragraph M8500.

(2) A member must use a truck or trailer ordered by the TO from the rental contractor or an authorized privately owned or borrowed vehicle. Members who personally procure the services of a contractor are not eligible for an incentive payment.

(3) HHG may not be moved in or carried on top of a vehicle designed primarily for transporting passengers.

(4) The member must submit certified tare and gross weight tickets; axle weights are prohibited.

(5) The member must submit DA Form 5331-R (Destination Dealer's Certification of Turn-in of Rental Vehicle) with the destination rental dealer's certification if move is by a rental vehicle. DA Form 5331-R is authorized for local reproduction on 8-½" × 11" paper. A copy for local reproduction purposes can be found at the back of this regulation.

b. The origin TO will furnish the member a copy of DD Form 2278 (Do it Yourself "DITY" Counseling Checklist). A copy of DD Form 2278 appears at the back of this regulation and will be locally reproduced on 8-½- by 14-inch paper. This form will show the cost comparison of moving the member's HHG by DITY versus moving commercially, and the estimated incentive payment. The FAO computes the actual incentive after the move is completed. The incentive paid by the FAO is computed at 80 percent of the PPGBL constructive cost minus—

(1) The actual DITY costs incurred in the move as annotated on the DD Form 1155 (Order for Supplies or Services/Request for Quotations) and contractor's invoice. See figures 14-1 through 14-4 for examples of a completed DD Form 1155.

(2) The operating allowance paid to the member.

c. Incentives paid to members for DITY moves, exclusive of the operating allowance, are taxable income and subject to income tax withholding at the time of payment. The authorized operating allowance (whether the member receives it in advance or not) will be deducted from the adjusted DITY incentive payment to arrive at the portion of the incentive that is subject to tax withholding. When payment is made to the member, the FAO withholds 20 percent for Federal income tax and the proper amount for State tax.

d. Members who move more than their authorized weight allowance by DITY may receive an incentive payment since the incentive is based on cost the Government would have incurred had the authorized weight been moved by conventional means.

e. Members do not receive an incentive payment if the contractor's charges are equal to or greater than 80 percent of the constructive PPGBL cost. However, members do not incur excess costs unless their DITY costs exceed 100 percent of the PPGBL constructive cost.

f. See figure 14-5 for examples of estimated incentive computations.

14-10. Unauthorized items. Unauthorized items for DITY moves include the following:

a. Items that may not be shipped as HHG are listed in the definition of HHG in JTR, volume 1, appendix J.

b. Professional books, papers and equipment.

14-11. Rental company services. The following services are provided by rental companies under the terms of their BPA.

a. A DITY move can originate at any CONUS Army activity designated in the applicable BPA and can end at any point in CONUS served by the contractor. The rental vehicle is to be returned to a designated dealer at destination. The vehicle turn-in points are specified by the contractor representative at the time the vehicle order is placed at origin.

b. The rates and rental charges for local moves and packing materials are provided by contractor personnel directly to the TOs. For intercity moves, the unit rental price is quoted by the rental dealer on a point-to-point lump sum basis or a fixed price basis.

c. The total cost of all items ordered is quoted by the rental agent to the counselor when making a reservation and is listed separately on the DD Form 1155.

d. A 5-percent variance is authorized on all intercity moves to allow for error in the member's estimated needs. Members making intercity moves who require additional purchase or rental of items in excess of that variance will pay the contractor directly. On local moves when additional items are required, the member may pay the contractor directly or obtain a supplemental or corrected DD Form 1155.

e. A variety of trucks, trailers, packing materials, and moving aids are available for members to use in their DITY move. Equipment available for rental or purchase from each dealer is contained in the rental company's moving guide pamphlet and in their BPA. The TO and rental dealer will assist the member in selecting the proper equipment and packing materials.

f. Authorized rentals include items required by the member which are available for rent from the contractor. Examples of such items are hand trucks, furniture pads, and temporary bumper hitches. Only rental of temporary bumper hitches is paid for by the Government. Permanent ball hitches must be purchased by the member. (See *g* below.) It should be noted that many POVs cannot accommodate a temporary-type trailer hitch. If a member wishes to use a rental trailer, the TO will contact the contractor's representative to determine if the member's POV can accommodate a temporary trailer hitch. If the member's POV cannot have a temporary trailer hitch, use of a rental trailer will not be authorized unless the member buys a permanent ball-type hitch. If a member's POV is equipped with a permanent hitch, it can be adapted at Government expense to accommodate the contractor's trailer if necessary.

g. Authorized purchases include items available from the contractor by purchase only. Examples are—

(1) Trailer light packages.

(2) Items of packing material not indicated as rental items.

(3) Permanent ball hitches for use with POVs.

14-12. Use of privately owned trucks or trailers. A member making a DITY move may use a POV to move HHG. The vehicle's primary design must be for other than moving passengers. The member may use their POV or may use someone else's vehicle if the member has the owner's written permission.

a. POVs eligible for use in the DITY program are pickup trucks, cargo trucks, cargo trailers, and vans that are not modified to accommodate passengers. Vehicles that may not be used include—

(1) Station wagons.

(2) Vans with multiple seats (even though removeable), sleeping or entertaining facilities installed.

(3) Pickup trucks with campers (other than empty shell).

(4) Soft top blazers, jeeps, and similar vehicles if they cannot be used safely with rental trailers or if the rental company prohibits the use of these vehicles.

(5) Mobile homes.

(6) Commercial vehicles.

(7) Personally procured rental vehicles.

b. During counseling, members must produce proof of ownership of the POV (registration). If the member is borrowing a POV, he or she must have written authorization from the owner to use the vehicle.

14-13. Split shipments. Members (except those with 225-pound maximum weight allowance) may split their shipment between DITY, PPGBL, local contract, or nontemporary storage. If so, the following guidance applies:

a. Before authorizing a split shipment, the TO will make a cost comparison of this type of move with the means of transportation normally used. The TO will also advise the member of any excess costs involved. When a split move is made, the member must obtain certified tare and gross weight tickets for that part of HHG moved by DITY.

b. If the TO computes the estimated constructive cost for the portion being moved by DITY before any of the member's HHG are moved commercially, the TO will base the "cost to the Government if moved by PPGBL" on the member's estimated weight to be moved by DITY, not to exceed the member's authorized weight allowance. If the TO computes the DITY move after a portion of the member's HHG have been moved commercially, the TO will base the constructive cost on the estimated weight being moved by DITY or the member's authorized weight remaining (whichever is less).

c. Members making split PPGBL and DITY moves may not withdraw carrier packed containers for movement as part of their DITY move. If the member does move carrier-packed items, the member will not be given credit for the packing. If appropriate, the TO will notify the finance office to recoup from the member the amount the carrier was paid for packing those containers.

14-14. Group DITY moves. Group DITY moves may be authorized for Army members when two or more members, moving HHG from the same origin to the same destination, desire to combine their HHG in the same vehicle. The constructive cost of moving the total estimated weight must not exceed 100 percent of the constructive PPGBL cost.

a. Each member must submit a DD Form 1299 and orders authorizing the movement of HHG. A DD Form 2278 is to be prepared for each member in the group.

b. If rental equipment is used in the DITY move, see table 14-1 for entries to be made on the DD Form 1155. If an approved privately owned truck or trailer is used, see table 14-2 for entries to be made on the DD Form 1299.

c. Certified weight tickets must be obtained for the empty weight, each successive loaded weight, and then the final loaded weight. No incentive will be paid without weight tickets showing individual weights moved.

d. Incentive will be based on gross weight moved with proportionate amount to each person based on their fractional share of the total. Cost of the rental equipment will be allocated in a similar manner.

e. Only one advance of operating allowance is authorized since only one vehicle will be operated. It will be paid to the member whose name appears in block 14 of DD Form 1155.

f. Each member making the group DITY move must submit a separate voucher (DD Form 1351-2) for payment supported by—

(1) Copies of orders.

(2) Tare and gross weight tickets.

(3) DD Form 1155 (if applicable).

(4) DD Form 1299.

(5) DD Form 2278.

Additionally, the member whose name appears in block 14 of DD Form 1155 must submit the destination dealer's certification (DA Form 5331-R), the member's copy of the rental contract, and a copy of the advance operating allowance (if applicable).

g. An example of an authorized group DITY move and the computation of incentive for each participant is given in (1) through (3) below. (In this example, an advance operating allowance was paid; if in an actual case it is not paid, the computation would be adjusted accordingly.)

(1) The situation is as follows: Five first lieutenants request to make a group DITY move a distance of 2,027 miles. The lieutenants anticipate moving a total of 2,550 pound. Individually, each lieutenant anticipates moving—

(*a*) 600 pounds (23.5 percent of total).

(*b*) 550 pounds (21.6 percent of total)

(*c*) 400 pounds (15.7 percent of total).
(*d*) 575 pounds (22.5 percent of total).
(*e*) 425 pounds (16.7 percent of total).

(2)

MTMC Solicitation line haul rate, 2,550 pounds as 2,550 pounds at $54.15 per hundred-weight (CWT)	=	$1,380.83
Packing allowance for 2,550 pounds at $5.00/CWT	+	127.50
Total PPGBL constructive cost	=	$1,508.33
80 percent of PPGBL constructive cost	×	.80
Gross DITY incentive payment	=	$1,206.66
Minus payment to contractor	−	358.76
Adjusted gross DITY payment to members	=	847.90
Minus operating allowance ($.25 × 2,027 miles)	−	506.75
Estimated net incentive for members before taxes	=	341.15

(3) Members shipping the weights below will receive the part of the estimated net incentive payment as shown below. All such incentive payments are further subject to 20 percent Federal tax and State tax (if applicable).

(*a*) 600 pounds: $80.17 (23.5 percent of $341.15).
(*b*) 500 pounds: $73.69 (21.6 percent of $341.15).
(*c*) 400 pounds: $53.56 (15.7 percent of $341.15).
(*d*) 575 pounds: $76.76 (22.5 percent of $341.15).
(*e*) 425 pounds: $56.97 (16.7 percent of $341.15).

h. The example below shows when a group DITY move would not be authorized.

(1) The situation is as follows: 16 service members request to make a group DITY move a total of 2,027 miles. As a group, the service members anticipate moving a total of 920 pounds. Individually, they anticipate moving the following pounds: 20, 20, 40, 40, 40, 40, 40, 40, 40, 60, 60, 60, 80, 100, 120, and 120.

(2)

MTMC Solicitation line haul rate, 920 pounds as 1,000 pounds at $60.75/CWT	=	$607.50
Packing allowances for 920 pounds at $5.00/CWT	+	46.00
Total PPGBL constructive cost	=	$653.50
80 percent of PPGBL constructive cost	×	.80
Gross DITY incentive payment	=	$522.80
Minus payment to contractor	−	380.00
Adjusted gross DITY payment to members	=	$142.80
Minus operating allowance (2,027 miles × $.25)	−	506.75

Note: At this point in the computation, it is known that the operating allowance ($506.75) plus the rental cost ($380.00) equals $886.75. Since that sum exceeds 100 percent of the PPGBL constructive cost ($653.50), a group DITY move would not be authorized.

14-15. Combined shipments—husband and wife members. Married couples using DITY must each furnish separate vouchers (DD Form 1351-2) supported by—

a. Two sets of travel orders.

b. DD Form 1299.

c. DD Form 2278.

d. DD Form 1155 (if applicable).

e. Tare and a gross weight ticket (representing the combined weight).

f. DA Form 5331-R (if applicable).

g. Member's copy of the rental contract (if applicable).

h. Advance operating allowance (if applicable). The incentive is based on the combined weight, with each member receiving half. The operating allowance may be split equally between the members.

14-16. DITY moves from remote locations. A member who wishes to make a DITY move from a remote or isolated area may do so, provided the TO authorizes it in advance. In such cases, the TO will arrange the rental by direct contact with the rental company's home office. The TO will issue a DD Form 1155 authorizing the use of the dealer specified by the rental company's home office. The dealer's name and address will be typed on the DD Form 1155. If difficulty is experienced in obtaining packing materials, the rental company will assist in locating packing materials. If problems arise in use of this procedure, TOs may call the contractor's home office for assistance. All other procedures and instructions remain the same.

14-17. DITY between Alaska and CONUS, and between CONUS and Canada. *a. Between CONUS and Alaska.*

(1) Rental trucks, trailers, packing materials, and moving aids are available for use in DITY under the terms of BPAs signed with rental companies operating between CONUS and Alaska. Members who own or borrow a truck or trailer approved by a TO may make a CONUS to Alaska, or Alaska to CONUS DITY move.

(2) Members making a DITY move between CONUS and Alaska will be advised during counseling of perils that may be encountered. For example, hazardous driving conditions due to heavy snow or icy roads, extreme cold, flash flooding, and mechanical problems (especially on remote stretches of highway).

(3) The entire DITY move between CONUS and Alaska must be overland. Use of ocean car ferry service or any other overwater mode is prohibited. (See JTR, vol 1, para M8400.) Members who complete a DITY move between CONUS and Alaska are to indicate on their travel voucher that no portion of the move was by an ocean-going car ferry service or any other overwater mode.

b. Between CONUS and Canada. DITY rental vehicles may not be used for moves between CONUS and Canada. Members may use a qualifying POV to make a DITY move between CONUS and Canada if the entire movement is overland. DITY moves between CONUS and Canada by any overwater mode are prohibited.

c. DITY moves through Canada en route to Alaska. Members making such DITY moves are to be advised of the following:

(1) Passports and visas are not required to transit Canada; however, proof of residence or citizenship is required (birth, voter, or baptismal certificate or driver's license).

(2) US residents who are not US citizens should take their alien registration cards. Naturalized US citizens should carry their Naturalization Certificate with them.

(3) Canadian customs officials may require automobile travelers to show proof of having enough funds for the trip.

(4) Motorists may be asked to show their vehicle registration card or proof of title and liability coverage. They are advised to obtain a Canadian Nonresident Interprovince Motor Vehicle Liability Insurance Card, which is only available in the United States through insurance agents.

(5) Members should inquire about and comply with Canadian laws and regulations on firearms, radio communications equipment, hunting and fishing, and pets. The Canadian Government Office of Tourism Bureaus, located in major US cities, including Seattle, can assist.

14–18. Operating allowance. Guidance on advance operating allowances and actions TOs must take for the member to be paid the advance is as follows:

a. An advance operating allowance is authorized in connection with an intercity DITY move using a rental truck. No advance operating allowances is paid to members using rental trailers or for local moves involving trucks. This operating allowance is used to defray the costs for fuel, oil, tolls, weight tickets, and any necessary special permits. The allowance is part of the member's overall in[illegible]ive. It is computed based on the point to point mileage listed in AR 55-60, plus 15 percent or 50 miles (whichever is greater), times the current rate in cents per mile. Use of the operating allowance for purchases not related to the operation of the rental vehicle is prohibited. The advance operating allowance is in addition to any travel advance otherwise allowable. It may be paid by the FAO on the same DD Form 1351. The advance will be made no earlier than 10 days before the date of vehicle pickup or departure of the POV. The advance operating allowance can be paid only to the member, not to someone with a power of attorney or a letter of authorization.

b. The computed operating allowance may be more than the member's estimated incentive. However, if it is, the member will not be advanced more than 100 percent of the constructive cost less the anticipated contractor costs if applicable. For example, the constructive cost for a member moving 400 pounds a distance of 2,000 miles is $350.00. The operating allowance equals $500.00 (2,000 miles × $.25). The contractor's rental cost is $150.00. The advance operating allowance will not exceed $200.00 ($350.00 minus $150.00). This policy avoids creating indebtedness to the Government.

c. The procedure for authorizing an advance operating allowance will be as follows:

(1) The TO will certify in block 17 of DD Form 1155 (figs 14-1 through 14-4), or block 7 of DD Form 1299 (fig 14-6), that either of the following apply:

(*a*) The member is authorized an advance operating allowance.

(*b*) The member does not desire an operating allowance.

(*c*) The member is not authorized an advance operating allowance.

(2) Those members who are authorized and desire an advance operating allowance must report to the FAO with four copies of DD Form 1155 or DD Form 1299 properly completed to receive the advance.

(3) Members drawing the advance will be advised that if they have not filed a settlement voucher accompanied by weight tickets within 45 days after completion of the move, the FAO will begin action to recover the total cost of the move from the member's pay.

14-19. Determining estimated and actual weights. *a. Estimated weight.* To estimate weight, use the estimating charts published in the rental company's moving guide pamphlets to tally the number of items in each room of the member's home. Convert the total items listed to cubic feet and then to pounds.

b. Actual weight. To determine actual weight, use the net scale weight or authorized weight allowance (whichever is less). For a member with a weight allowance of under 500 pounds who is making an individual DITY move, use the MTMC solicitation 500-pound minimum weight. (The addition of an allowance for the weight of packing materials used in the DITY move is not authorized. Also, credit for PBP&E is not authorized in a DITY move).

14-20. Determining estimated and actual constructive costs. *a. Estimated constructive costs.* The origin TO makes the initial cost comparison on DD Form 2278 when counseling the member to determine if DITY is more advantageous than moving the HHG commercially, and to furnish the member with an estimate of the incentive payment involved.

(1) *One way interstate or intrastate moves between points within CONUS, and between points in CONUS and Canada.* Compute miles between authorized points based on point to point mileage in AR 55-60; do not add 15 percent or 50 miles to that mileage figure. Use Code 1 line haul rates named in the MTMC Domestic HHG Rate Solicitation Series. Multiply the line haul rate times the applicable weight (actual weight or member's weight allowance, whichever is less) by using the minimum break point weight which produces the lowest charge. Then add $5.00/CWT for the packing allowance. For a member with a 225-pound weight allowance who is making an individual DITY move, the TO will compute the constructive cost based on the 500-pound minimum plus $5.00/CWT for packing allowance. When computing estimated constructive cost for group moves, use the methodology in paragraph 14-14.

(2) *One-way moves between CONUS and Alaska.* Use the single factor line haul rate obtained from military rate tender MRT 20 series published by the Household Goods Carriers' Bureau or Movers and Warehousemen's Association of America, Inc. Do not add a $5.00/CWT packing charge to that rate. Multiply the resulting rate by the applicable weight to arrive at the constructive weight.

(3) *Local moves.* Use the local rate and minimum weight specified in the local drayage contract times the actual weight or member's weight allowance (whichever is less). An exception to this is for moves made under JTR, volume 1, paragraphs M8309, M8311 or M8312, for which there is no weight limitation.

b. Actual constructive costs.

(1) Upon completion of the move, the FAO will furnish the TO—

(*a*) The net weight of the shipment (based on the weight tickets).

(*b*) The origin and destination points.

(*c*) Copies of the documents submitted by the member.

(2) The TO will compute the authorized PPGBL cost using the applicable line haul rate and mileage from the mileage guide published by the Household Goods Carriers' Bureau or Movers' and Warehousemen's Association of America, Inc. The TO will furnish that cost to the FAO to compute the member's actual incentive.

14-21. Requirement for return of weight tickets. Weight tickets are the basis used to determine the allowable cost of a DITY move. TOs will advise members that they must submit tare and gross weight tickets. If they fail to do so within 45 days, any payment made in behalf of the DITY move is an erroneous payment that will be collected from the member. If the member subsequently submits weight tickets, the member will be reimbursed accordingly.

14-22. Temporary storage. *a. General.* Temporary storage referred to in this chapter pertains to HHG placed in a storage facility incident to an intercity DITY move. When a DITY move is made, the member should have a residence available for delivery of the HHG upon arrival at destination or upon expiration of the time allowed for the truck rental. For example, if the member is moving from Fort Dix to Fort Eustis, 5 days is allowed for truck rental. Since the actual travel time can be 1 or 2 days, the member should have a delivery residence upon arrival or, at the latest, on the fifth day after vehicle rental began. If the member does not have a delivery residence, the member is to contact the destination TO to arrange for storage.

b. Procedure. If temporary storage is authorized and requested by the member, the options listed in *c* below may be used. If two separate DITY moves (one into storage, and one from storage to the member's new residence) are made, the DITY move into storage is to be performed as a regular intercity move, and the delivery from storage is to be considered a continuation of that move. Therefore, the DITY move from storage to the member's residence will not normally result in an additional incentive payment. However, the member may be eligible for an additional incentive if the HHG remain in storage at the member's expense (which terminated the PCS entitlement) and are subsequently moved from storage on orders assigning the member to Government quarters. (See JTR, vol 1, para M8309.)

c. Storage options. In connection with a DITY move, the types of temporary storage addressed below may be provided. Weight tickets are not required when moving HHG from storage since no incentive is payable.

(1) Vehicle rental time may be extended. If so, the TO is to issue a new DD Form 1155 marked "For Temporary Storage Only." This option will not normally be considered beyond 15 days.

(2) Mini-warehouse storage may be used. If so, the member must arrange it at personal expense. The member can later file a claim through the TO for reimbursement of storage costs. When the member desires delivery of the property, the TO will issue a DD Form 1155 for a rental vehicle to move the property from storage to the member's residence. The DD Form 1155 will be marked "For Delivery Out of Storage."

(3) If the options in (1) and (2) above cannot be used, the local basic or intransit agreement warehouse may be used. If so, the destination TO will issue a DD Form 1155 marked "For Temporary Storage Only." If the commercial warehouse requires that an inventory be prepared, items be repacked etc, such costs are deducted from the member's incentive. If the member desires to deliver the property to his or her residence, the TO will issue a DD Form 1155 marked "For Delivery Out of Storage." If the delivery is not performed by the member, the TO may use the local contract to perform the service.

(4) The destination TO will arrange for Government warehouse storage per local procedures. For delivery of the property, the TO will issue a DD Form 1155 for rental vehicle to move from storage to residence.

d. Time limitation.

(1) Members are entitled to temporary storage up to 90 days. Additional temporary storage may be authorized by the TO under the JTR, volume 1, paragraphs M8100-2*b* and *c*.

(2) TO's may grant additional necessary SIT for the member under JTR, volume 1, paragraph M8100-2*c*, when a member is ordered on TDY or deployed for over 90 days.

14-23. Excess costs. *a. Time and mileage limits or 5-percent variance.* The member may exceed either the maximum time or miles allowed as specified on the DD Form 1155 and in the rental contract. If so, he or she must pay the additional costs directly to the destination contractor representative when the rental vehicle is turned in. If the member exceeds the 5-percent variance on rental items or purchased items specified on the DD Form 1155, he or she must pay the origin contractor for the excess.

b. PPGBL constructive costs. Members may move by DITY when vehicle and equipment costs are computed to be greater than the PPGBL constructive cost. However, the member must pay costs in excess of 100 percent of the constructive costs. In such instances, the TO will enter on the DD Form 1299 the amount of the estimated excess costs due and the method of payment agreed to by the member.

c. Members who will not remain in a pay status for at least 180 days. These members must pay costs computed to be in excess of 100 percent of the PPGBL constructive costs before issuance of DD Form 1155.

14-24. Claims for loss and damage. *a.* A member who takes a DITY move has the right to submit a claim with the Government for loss or damage to his or her personal property incurred during the move. Payment of such claims is authorized provided that ownership or possession of the property and its value are substantiated and that the loss or damage was not caused in whole or in part by claimant's negligence. (See AR 27-20, chap 11.)

b. Members are not paid for any loss or damage that is due to their negligence or that of their family members or agents. Any claim for loss or damage resulting from rough handling, improper packing, or a vehicle collision that is considered the fault of the member will be disapproved on the basis of negligence.

c. Claims for loss or damage will be supported by a TO Quality Control Inspector's report. Without a premove inventory, it is difficult to verify the quality and quantity of the property involved in the move. It is advisable for members to prepare a premove inventory of their property and to safeguard purchase receipts, cancelled checks, photographs of their property, and other evidence which can help to substantiate a claim.

d. The member will be advised that, while up to $25,000 may be paid on any one incident, there are limits on what is payable on specific types and quantities of items. AR 27-20, table 11-2, lists restrictions on payments.

14-25. Insurance coverage and vehicular accidents. *a.* The contractor furnishes insurance coverage for equipment failure under the terms of the contract. For truck failure, insurance limits are as follows: $1,000,000 personal liability; $2,000,000 group liability; and $50,000 property damage. Equipment failure insurance is also provided for trailers, but no specific limits are set. This truck and equipment failure insurance, however, does not provide third party liability coverage or property damage coverage for the member's personal property if an accident occurs which is caused by the member, a third party, or an Act of God. If members are going to use a POV to pull a trailer, they will be advised to check what is and is not covered by their personal automobile insurance. If members desire additional third party liability insurance or insurance on their personal property, they must purchase it themselves.

b. Normally, a member will be considered to be performing official duties on a DITY move when personally driving on a direct route from one duty station to the next without delay or deviation. A member will be immune from suit if a vehicular accident occurs. The member is required, however, to report any accident under AR 385-40, chapter 3, and to the Claims Judge Advocate's office of his or her gaining command. Accidents will be investigated under AR 385-40, chapter 3, and AR 27-20, chapter 2. Claims against the United States arising out of a DITY move will be processed in accordance with AR 27-20.

Section III. DITY PROGRAM PROCEDURES

14-26. How to process an Army DITY move.

a. Application. Members will apply for a DITY move by submitting a DD Form 1299 supported by 6 copies of orders.

b. Counseling. When an Army TO in CONUS receives an application for a DITY move, the TO will counsel the member using DD Form 2278 and prepare the documents regardless of the area in which the HHGs are located. For members stationed overseas who desire to make a DITY move upon returning to CONUS on PCS, the overseas TO is to advise the member to visit a CONUS TO after returning to arrange the DITY move.

c. Estimated weight. The estimated weight that the member will be moving should be based on the estimating chart provided in the rental company's moving guide pamphlet.

d. Operating allowance. The TO will determine whether the member may receive an operating allowance. If the member is authorized and desires to receive an operating allowance, the TO will advise the member of the contents of paragraph 14-18.

e. Privately owned vehicle. Members using an authorized privately owned truck or trailer must furnish proof of ownership (title or registration). If using a borrowed truck or trailer, the member must have written authorization from the owner to use the vehicle. The TO will annotate the DD Form 1299 that the member is authorized to use the vehicle.

f. Rental vehicle. If the member will use a rental truck or trailer—

(1) The TO will assist the member in determining the proper size and type of equipment and amount of packing material needed for the move.

(2) If the member will be using a trailer, the TO will assist the member in determining whether the vehicle can accommodate a temporary bumper hitch. (See para 14-11*f*.)

(3) The TO will obtain one price quote from each of the rental companies and complete the "price quotation" block of DD Form 2278. The TO will order the vehicle, packing materials, and moving aids for the member and complete a DD Form 1155. (See figs 14-1 through 14-4.) If the move is originating in another area of responsibility or in a remote area and the member wishes to use rental equipment, the TO will call the toll free telephone number of the contractor's home office to obtain—

(*a*) A price quote.

(*b*) The name and location of the servicing rental dealer.

(*c*) A reservation on the necessary rental equipment.

(4) The TO will provide the member details on the vehicle pickup. The TO will inform members

that if something happens that they cannot pick up the vehicle as scheduled, they must call the TO to cancel the DITY rental. If they do not notify the TO and fail to pick up the equipment on the scheduled date, the rental company will notify the TO who will then cancel the order, withdraw the DD Form 1155, and issue a DD Form 139 (Pay Adjustment Authorization) to recover all costs incurred by the Government, including the operating allowance.

(5) The TO will give the member two blank copies of DA Form 5331-R. The TO will instruct the member to have the destination rental dealer complete the form.

(6) At the time the member picks up the vehicle, packing materials, and moving aids orders, he or she will—

(*a*) Check the box marked "received" in block 26 of DD Form 1155.

(*b*) Sign and date the DD Form 1155 in the space provided.

(*c*) Give the original and three copies of the DD Form 1155 to the dealer at origin.

(*d*) Sign the contractor's rental agreement for the equipment ordered.

(*e*) Sign an itemized receipt for packing material.

(*f*) Sign a statement recognizing excess costs for which the member is responsible to pay directly to the contractor.

(7) The dealer will supply the member with instructions on actions to take in case of accident or mechanical difficulty, and what to do when returning the vehicle at destination. Any other questions the member may have concerning the operation of the vehicle will be directed to the dealer.

(8) Upon arrival at destination, the member will turn in the rental vehicle (with a full tank of fuel), the rented moving aids, and the proper paperwork to the designated rental dealer. The member must pay all costs to the dealer for any excess days or miles incurred in the DITY move. The member will have the destination rental dealer complete the DA Form 5331-R.

g. Excess costs. If the estimated DITY cost exceeds the PPGBL constructive cost, the member will sign a statement on the DD Form 1299 acknowledging the estimated excess costs and the method for making payment.

h. Scales. TOs will provide members, or maintain for their use, a list of Government scales and certified public scales in their local area. The list will include the name, address, telephone number, cost, and hours of operation of each scale.

i. Weight tickets. The TO will advise the member to obtain three copies of the tare and three copies of the gross weight tickets. It will be stressed to the member that they will not be paid an incentive if they acquire axle weight tickets.

j. Documents provided to the member. The origin TO will give the member—

(1) One copy of the DD Form 1299.

(2) Original and five copies of DD Form 1155.

(3) One copy of DD Form 2278.

(4) Two blank copies of DA Form 5331-R.

(5) One blank DD Form 1351-2 (Travel Voucher or Subvoucher).

The TO will provide the member with instructions for distribution of the forms in (1) through (5) above and for completion of the DA Form 5331-R. The TO will also advise the member to submit to the FAO noted in block 15 of DD Form 1155 (the FAO is also noted in DD Form 2278, part IV), a DD Form 1351-2 supported by documents specified in paragraph 14-31*a*. Those documents must be submitted to the FAO within 45 days of the DITY move.

k. Documents provided to the destination TO. The origin TO will send to the destination TO—

(1) One copy of DD Form 1299.

(2) One copy of DD Form 1155 (if rental vehicle is used).

(3) One copy of member's orders.

l. Documents provided to the FAO. The origin TO will send the documents listed in (1) through (3) below to the FAO in block 15 of DD Form 1155 if a rental vehicle is used. If privately owned truck or trailer is used, the TO will send the documents listed in (1) through (3) below to FAO noted in DD Form 2278, part IV.

(1) One copy of DD Form 1299.

(2) One copy of DD Form 1155 (if rental vehicle is used).

(3) One copy of member's orders.

14–27. Weight tickets. The following requirements pertain to weight tickets:

a. Weight tickets are needed in a DITY move to determine the incentive payment. One ticket showing tare weight of the vehicle and one showing gross weight of the vehicle and HHG are required. No incentive payment is made without certified weight tickets.

b. The member is to obtain three copies of each weight tickets (tare and gross). One copy if for the member's file; the other two are submitted to the FAO upon completion of the move.

c. For close intercity moves and for local moves, when more than one trip is made between origin and destination, a separate weight ticket is required for each loaded trip.

d. Weight tickets may be obtained from a Government, commercial, or public scale.

e. The scale must be of the platform type and capable of weighing the vehicle or coupled combination (truck and trailer, or POV and trailer) as a single draft. However, the weight of a vehicle or coupled combination may be determined by adding together the weights obtained while all individual elements are resting simultaneously on more than one scale platform.

f. When weighing a truck, the gas tank must be full and the truck cab empty of driver or passengers. The entire truck is to be weighed at one time, either on one large platform scale or with all wheels simultaneously on two or more smaller platform scales.

g. When weighing a truck and trailer, or POV and trailer, the gas tank in the truck or towing vehicle must be full and the truck cab or POV must be empty of driver and passengers. The towing vehicle and trailer are to be weighed at one time, either on one large platform or with all simultaneously on two or more smaller platform scales. The trailer must never be disconnected from the towing vehicle during the weighing process.

h. Axle weights are prohibited; incentives will not be paid when the member has weight tickets with axles weights. An axle weight is obtained by weighing separately (not simultaneously) each end of a vehicle or coupled combination and adding the results together into one weight as indicated below.

(1) Weighing the front axle of the vehicle on a scale.

(2) Then moving the vehicle forward to weigh the rear axle.

i. Each tare and gross weight ticket must—

(1) Bear an imprint or official stamp of the name and location of the activity where the weight is obtained, and the signature of the official certifying the weight.

(2) Include the member's name, grade, social security number, and date weighed.

(3) Include a legible imprint of the weight recorded (either handwritten or machine printed).

j. Weights recorded on weight tickets cannot be altered, nor can weights be constructed based on the cubical capacity of a truck or trailer.

14-28. One-way rental mileage computations. Mileage distances used in placing orders with rental contractors (DD Form 1155) for one-way intercity moves are based on point-to-point miles shown in AR 55-60 plus 15 percent increase or 50 miles, whichever is greater. This allows for road detours, distance from vehicle pickup, or turn-in point to member's residence.

14-29. Competitive price quotations. Price quotas are to be obtained from contractors as follows:

a. The TO contains one price quota from each rental dealer by phone for each DITY move arranged. Those quotas will be listed on DD Form 2278.

b. The TO will place the order with the dealer with the lowest price when total costs are greater than $1000.

c. Orders for less than $1000 may be alternated between contractors. However, if there is a substantial difference in rental equipment cost, TOs will place the order with the lowest cost contractor. The effect of using a higher priced contractor reduces the member's potential incentive by that difference.

d. If a member asks to use a specific contractor who may not have the lowest rate, the member's request will be honored. The member will be advised that his or her incentive will be reduced by choosing a higher cost contractor. The TO will note in the remarks section of the DD Form 2278 that the member requested use of that contractor.

14-30. DA Form 5331-R (Destination Dealer's Certification of Turn-in of Rental Vehicle). The purpose of this form is to insure that the member has turned in the rental equipment to the rental dealer at the completion of his or her move.

14-31. Finance and accounting procedures. Finance and accounting and related procedures are as follows:

a. Member provides documents to FAO. The FAO designated in block 15 of DD Form 1155 (figs 14-1 through 14-4) and DD Form 2278, part IV pays the incentive to the member after the member completes the move and provides that FAO with a DD Form 1351-2 supported by the following documents:

(1) Three copies of the travel orders.

(2) Certified weight tickets (tare and gross) for each truck or trailer loaded and unloaded, or each

POV loaded and unloaded.

(3) Three copies of DD Form 1155 (if rental vehicle was used or DD Form 1299 (if DITY was made by POV).

(4) The customer's copy of the rental contract including the cost of moving aids as computed by the destination contractor's agent after returning the equipment.

(5) A copy of the receipt of purchased items (if applicable).

(6) One copy of DD Form 2278 showing the cost comparison.

(7) DA Form 5331-R (if DITY was by rental vehicle).

b. FAO requests TO to compute actual constructive cost.

Upon receipt of the DD Form 1351-2 with supporting documents from the member, the FAO will furnish the TO the net weight of the shipment based on—

(1) The member's weight tickets.

(2) The origin and destination points.

(3) Copies of the documents submitted by the member.

The TO will compute the actual PPGBL constructive cost and furnish it to the FAO to compute the actual incentive due to the member. The TO will also confirm the location and dealer code number inserted by the destination rental dealer on the DA Form 5331-R. The dealer code number is listed in the rental company's list of dealers authorized to process DITY rentals.

c. The FAO pays member and sends copy of voucher to origin TO. The FAO will—

(1) Pay the member his or her incentive, or takes action to collect excess costs due from the member.

(2) Send a copy of the DD Form 1351-2 showing incentive paid and final cost computation to the Army TO who originated the shipment.

d. FAO pays contractor. The contractor bills the FAO in block 15 of DD Form 1155. The FAO does not wait for the member's DD Form 1351-2 to pay the contractor's invoice. In paying the contractor, if the invoice shows an amount greater than that authorized on the DD Form 1155, the lesser amount will be paid. The paying FAO will request the origin TO to determine if the DD Form 1155 should be amended. If appropriate, the TO will amend the DD Form 1155 so that the FAO can pay the contractor the greater amount shown on the invoice.

e. FAO pays incentive to member. The FAO does not wait for the contractor's invoice to pay the incentive to the member. In computing the member's incentive, if the FAO does not yet have the contractor's invoice, the amount of money due the contractor, such as cost of the truck or trailer rental and moving aids, can be obtained from the customer's copy of the rental contract. If the customer's copy of the rental contract shows an amount greater than that authorized on the DD Form 1155, the greater amount is used in computing the member's incentive. A suspense file is set up so that a comparison can be made between the customer's copy of the contract and the invoice eventually submitted by the contractor. After the contractor's invoice is received, the FAO will then make the appropriate adjustments. If the member's incentive is adjusted, a stamp or note acknowledging this fact is then made on the DD Form 1351-2.

f. FAO collects from the member if no DD Form 1351-2 is filed. Even if the member will not receive an incentive, all members who make DITY moves must file a DD Form 1351-2 with the proper FAO. If the member does not submit a DD Form 1351-2, the cost of the DITY move will be collected back from the member.

g. FAO forwards copy of paid voucher to US Army Finance and Accounting Center, ATTN: FINCH-GBB, Fort Benjamin Harrison, Indianapolis, IN 46249, and to the origin TO. The FAO will forward a copy of the member's paid voucher to the US Army Finance and Accounting Center for audit with other shipments to determine if excess costs are due to the Government. The FAO is also to forward a copy to the origin TO.

14-32. Preparation of DITY forms. DITY forms will be prepared according to the following:

a. DD Form 1299. Prepare four copies of DD Form 1299. Table 14-2 gives detailed instructions for completing this form. Figure 14-6 shows a sample of a completed form.

b. DD Form 1155. Prepare nine copies of DD Form 1155. Table 14-1 gives detailed instructions for completing this form; figures 14-1 through 14-4 show samples of a completed form.

c. DD Form 2278. Prepare four copies of DD Form 2278. Discuss items in parts I through V with the member inserting applicable entries as required. Use the "price quotations" portion to record the price quotes received by phone from each of the rental dealers. Enter the estimated constructive costs in the "Estimated Constructive Costs" portion before the move. The member and the counselor will both sign the DD Form 2278 before the member makes the DITY move. The "Actual Constructive Cost" section will be completed after the member submits his or her DD Form 1351-2 to the FAO.

d. DA Form 5331-R. Give two blank copies of the form to each member who will be using a rental vehicle, before the DITY move. The member will have the destination rental dealer complete the form. The member will send one completed copy to the FAO named in block 15 of DD Form 1155 after the move is completed.

e. DD Form 1351-2. The member uses a DD Form 1351-2 to claim the incentive payment, whether their DITY is made by a rental vehicle or a POV. Enter "DITY Incentive Payment" in block 5 of DD Form 1351-2.

14-33. Distribution of documents. Forms used in DITY moves for Army members will be distributed as follows:

a. DD Form 1299. The origin TO will—

(1) Keep the original in the transportation office.

(2) Give one copy to the member.

(3) Mail one copy to the FAO designated in DD Form 1155, block 15, or DD Form 2278, part IV.

(4) Mail one copy to the destination TO.

b. DD Form 1155. The origin TO will—

(1) Give the original and 5 copies to the member. The member will then—

(*a*) Keep two copies to submit with DD Form 1351-2 to the FAO.

(*b*) Give the original and three copies to the rental dealer who will return one copy to the member after the acceptance agreement is signed.

(2) Keep three copies and—

(*a*) Send one copy to the destination TO.

(*b*) Send one copy (with two copies of orders) to the paying FAO.

(*c*) Keep one for the TO's file.

c. DD Form 2278. The origin TO will—

(1) Keep one copy in the transportation office.

(2) Give one copy to the member to submit with his or her DD Form 1351-2 to the FAO.

(3) Send one copy to the paying FAO (commercial accounts).

(4) Keep one copy in a public file for DITY contractors to review should they desire to do so. On this copy, the member's social security number must be obliterated.

d. DA Form 5331-R. The member is to keep one completed copy for his or her personal file. The member will forward the second copy to the paying FAO with the member's DD Form 1351-2.

14-34. Publicity. TOs will insure the DITY program is publicized in their area of responsibility. Suggested media are base newspapers and circulars. Also, personal property shipping offices will have local information sheets for distribution to members.

14-35. Quality control. TOs will maintain close liaison with contractors' representatives to insure that quality service is provided. TOs are to inspect a representative number of DITY moves (50 percent of available shipments, if possible) on a quarterly basis.

14-36. Preparation of Do-it-Yourself Moves of Household Goods Report (RCS JTR 1011). In accordance with JTR, volume 1, paragraph M8403, all DITY moves made must be reported. For Army members, the following applies in regards to the DITY report:

a. Paying FAOs will forward a copy of the completed DD Form 1351-2 to the origin TO according to AR 37-106, paragraph 10-35. The paid voucher must show origin and destination points, weight, PPGBL constructive cost, and incentive paid to member. If a DITY move is made from an activity, but the TO does not receive a copy of the paid voucher for the member's incentive payment from the paying FAO, the TO will request that the FAO provide the document.

b. The origin Army TO will report only on DITY moves on which they have complete data from the paying FAO.

c. Major Army commands (MACOMs) will—

(1) Consolidate reports from their TOs, by rank, starting with the highest ranking members.

(2) The consolidated report should be prepared as specified in JTR, paragraph M8403-2. The input will be submitted in the format in figure 14-7.

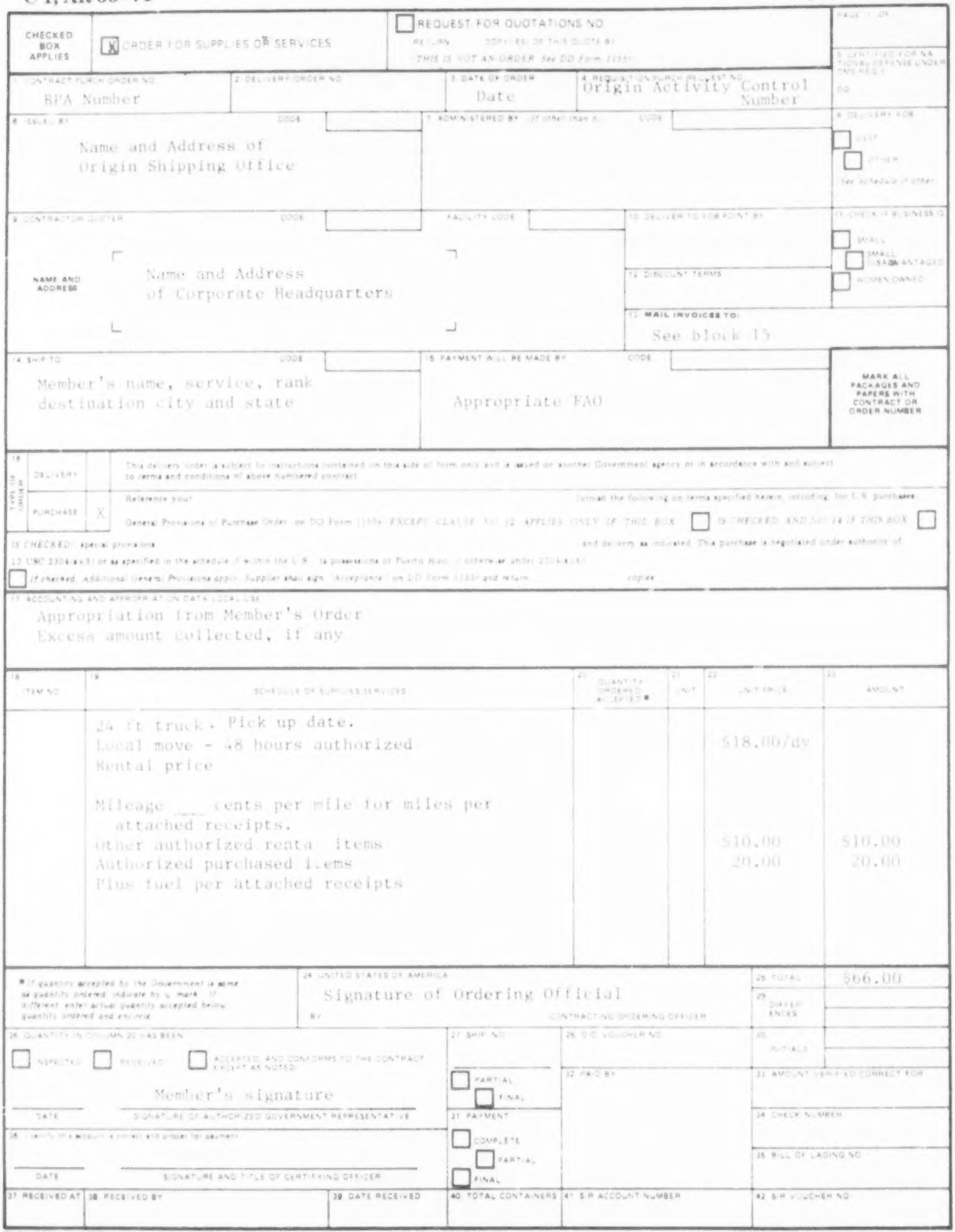
(3) Forward the consolidated report to reach HQDA (DALO-TSP), WASH DC 20310, no later than 15 November of each year.

Table 14–1.
Instructions for completing DD Form 1155 for DITY move

Block Number	Entry
1	Number of BPA.
3	Date of order.
4	Origin activity control number.
6	Name and address of origin transportation activity. (Include the Government Bill of Lading Office Code (GBLOC)).
9	Name and address of rental contractor's corporate headquarters as listed on the title page of each BPA.
13	Enter "See block 15."
14	Member's name, service, rank, social security number, and destination (city and State). If more than one member, type "Group Shipment" followed by only one member's name (the member chosen by rank and driving capacity, or a member mutually agreed to by the others.)
15	Complete as follows: *a*. If PCS between stations in CONUS, enter the Army FAO who will provide finance service to the member at his or her new permanent duty station. *b*. If local move and in cases where a destination FAO cannot be identified or is not authorized to make payment, enter the member's origin FAO. (For example, a DITY move within CONUS incident to the member being ordered on PCS to an oversea area.) *c*. If the member is separating from the Service, enter the last Army FAO in CONUS to provide finance service to the member.
17	Complete as follows on separate lines: *a*. Enter accounting data shown on member's orders. *b*. Enter "Operating allowance for ____miles at $.25 per mile is ____paid on DOV No.____, dated____, DSSN____." The TO completes that part before the Disbursing Officer Voucher (DOV) No. The FAO fills in the DOV No., the date, and disbursing station symbol number (DSSN) at the time of payment. If the member does not wish to receive or is not authorized to receive an operating allowance, the TO will insert: "Operating allowance not desired/not authorized." *c*. Enter excess amount collected, if any. *d*. Enter "Group Shipment", name, rank, and social security numbers of other members in groups.
19, 22, 23	Complete as follows: *a*. *Local moves*. (See fig 14-1 and 14-2.) Complete blocks 19, 22 and 23 as follows: (1) *First item*. Enter size and vehicle ordered followed by date of vehicle pickup. (2) *Second item*. Enter "Local move—48 hours authorized" followed by daily rate. Insert the total cost in block 23. (3) *Third item*. Enter "Mileage" followed by the applicable mileage rate and statement: "mileage per attached receipts." Show the total charge in block 23 only after the vehicle is turned in or the amount is known (trucks only). (4) *Fourth and fifth items*. Enter "other rental items" and "authorized purchases" (when necessary) followed by respective totals. (5) *Sixth item*. Enter "Plus fuel per attached receipts" (trucks only). Insert total charge in block 23 only after the truck is turned in or the amount is known.

Table 14-1.
Instructions for completing DD Form 1155 for DITY moves—Continued

Block Number	Entry
	b. Intercity moves. (See figs 14-3 and 14-4.) Complete blocks 19, 22 and 23 as follows: (1) *First item.* Enter size and type vehicle ordered followed by date of vehicle pickup. On the same line under "unit price," enter the dollar amount quoted by the rental dealer. The dollar amount inserted in block 23 will include rental charge and redistribution charge if applicable. (2) *Second item.* Enter "Other authorized rentals" followed by the sum of the costs for each item. (3) *Third item.* Enter "Authorized purchases" and total cost of the items ordered. (4) *Fourth item.* Enter number of days furnished and mileage allowed (trucks only). (5) *Fifth item.* Enter "5-percent price variance allowed on total" (as shown in block 25) to compensate for minor differences in the amounts of packing materials or moving aids ordered and used.
24	Enter signature of authorized ordering official.
25	Enter total charges when known.
26	Enter member's signature and the date after the member receives the rental equipment and moving aids ordered.



CHECKED BOX APPLIES ☒ ORDER FOR SUPPLIES OR SERVICES

☐ REQUEST FOR QUOTATIONS NO

RETURN COPY(IES) OF THIS QUOTE BY

(THIS IS NOT AN ORDER. See DD Form 1155r)

PAGE OF

5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1

DO

1. CONTRACT/PURCH ORDER NO: BPA Number

2. DELIVERY ORDER NO:

3. DATE OF ORDER: Date

4. REQUISITION/PURCH REQUEST NO: Origin Activity Control Number

6. ISSUED BY CODE: Name and Address of Origin Shipping Office

7. ADMINISTERED BY (If other than 6) CODE:

8. DELIVERY FOR ☐ DEST ☐ OTHER (See schedule if other)

9. CONTRACTOR/QUOTER CODE FACILITY CODE

NAME AND ADDRESS: Name and Address of Corporate Headquarters

10. DELIVER TO FOB POINT BY

11. CHECK IF BUSINESS IS ☐ SMALL ☐ SMALL DISADVANTAGED ☐ WOMEN OWNED

12. DISCOUNT TERMS

13. **MAIL INVOICES TO:** See block 15

14. SHIP TO CODE: Member's name, service, rank destination city and state

15. PAYMENT WILL BE MADE BY CODE: Appropriate FAO

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER

DELIVERY ☐ This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.

PURCHASE X Reference your furnish the following on terms specified herein, including, for U.S. purchases General Provisions of Purchase Order on DD Form 1155r EXCEPT CLAUSE NO. 12 APPLIES ONLY IF THIS BOX ☐ IS CHECKED AND NO. 14 IF THIS BOX ☐ IS CHECKED; special provisions and delivery as indicated. This purchase is negotiated under authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico; if otherwise under 2304(a)(6).

☐ If checked, Additional General Provisions apply. Supplier shall sign "Acceptance" on DD Form 1155r and return copies.

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

Appropriation from Member's Order
Excess amount collected, if any

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	24 ft truck. Pick up date. Local move - 48 hours authorized Rental price			$18.00/dy	
	Mileage ___ cents per mile for miles per attached receipts.				
	Other authorized renta items			$10.00	$10.00
	Authorized purchased i.ems			20.00	20.00
	Plus fuel per attached receipts				

* If quantity accepted by the Government is same as quantity ordered, indicate by ✓ mark. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA

Signature of Ordering Official

BY CONTRACTING/ORDERING OFFICER

25. TOTAL $66.00

29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN ☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

Member's signature

DATE SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27. SHIP NO. ☐ PARTIAL ☐ FINAL

28. D.O. VOUCHER NO.

30. INITIALS

31. PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

34. CHECK NUMBER

35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment.

DATE SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT

38. RECEIVED BY

39. DATE RECEIVED

40. TOTAL CONTAINERS

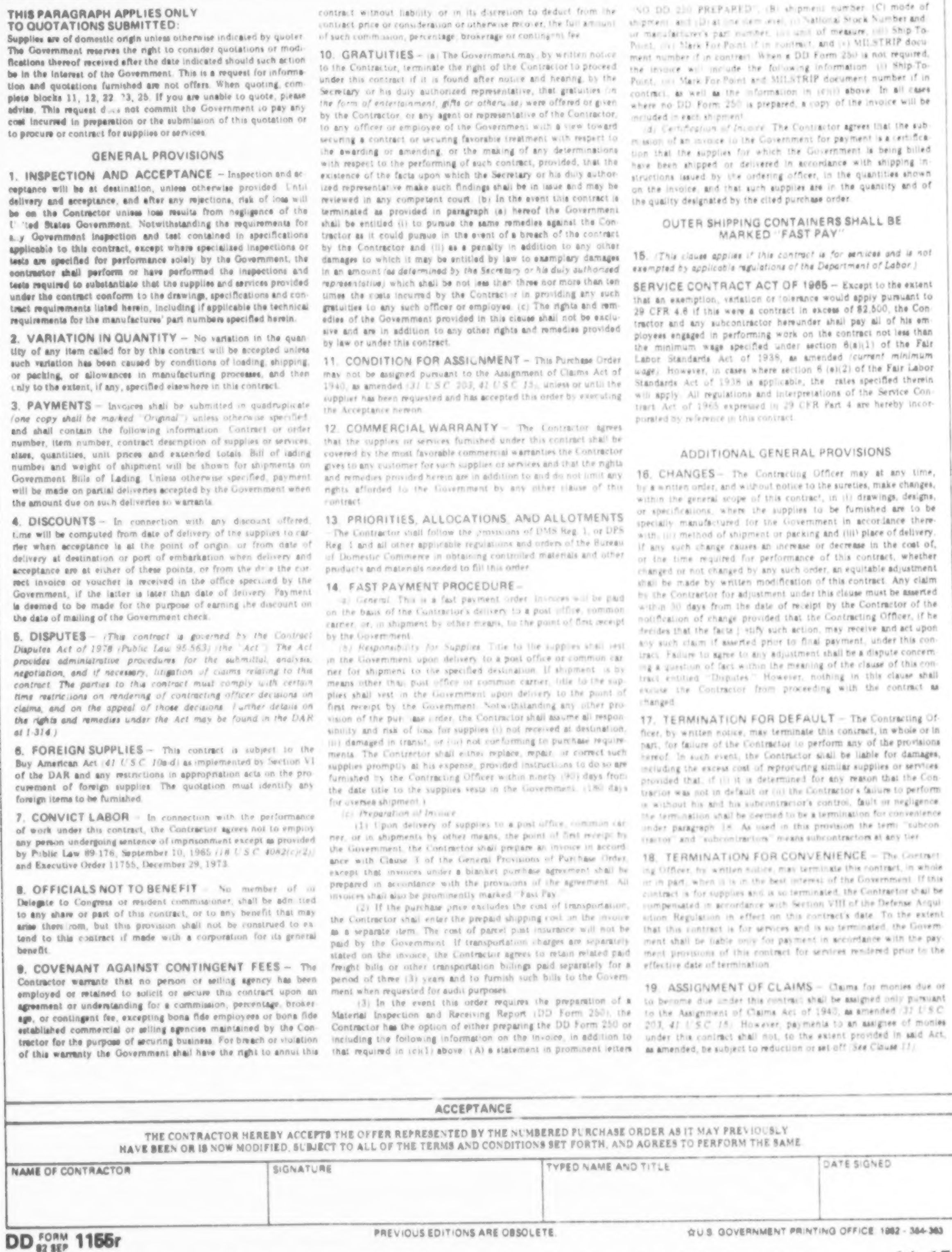
41. S/R ACCOUNT NUMBER

42. S/R VOUCHER NO.

DD FORM 82 SEP 1155 PREVIOUS EDITIONS ARE OBSOLETE.

CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 14-1. Sample of a completed DD Form 1155 for a local move by rental truck



THIS PARAGRAPH APPLIES ONLY TO QUOTATIONS SUBMITTED:
Supplies are of domestic origin unless otherwise indicated by quoter. The Government reserves the right to consider quotations or modifications thereof received after the date indicated should such action be in the interest of the Government. This is a request for information and quotations furnished are not offers. When quoting, complete blocks 11, 12, 22, 23, 25. If you are unable to quote, please advise. This request does not commit the Government to pay any cost incurred in preparation or the submission of this quotation or to procure or contract for supplies or services.

GENERAL PROVISIONS

1. INSPECTION AND ACCEPTANCE – Inspection and acceptance will be at destination, unless otherwise provided. Until delivery and acceptance, and after any rejections, risk of loss will be on the Contractor unless loss results from negligence of the United States Government. Notwithstanding the requirements for any Government inspection and test contained in specifications applicable to this contract, except where specialized inspections or tests are specified for performance solely by the Government, the contractor shall perform or have performed the inspections and tests required to substantiate that the supplies and services provided under the contract conform to the drawings, specifications and contract requirements listed herein, including if applicable the technical requirements for the manufactures' part numbers specified herein.

2. VARIATION IN QUANTITY – No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified elsewhere in this contract.

3. PAYMENTS – Invoices shall be submitted in quadruplicate *(one copy shall be marked "Original")* unless otherwise specified, and shall contain the following information: Contract or order number, item number, contract description of supplies or services, sizes, quantities, unit prices and extended totals. Bill of lading number and weight of shipment will be shown for shipments on Government Bills of Lading. Unless otherwise specified, payment will be made on partial deliveries accepted by the Government when the amount due on such deliveries so warrants.

4. DISCOUNTS – In connection with any discount offered, time will be computed from date of delivery of the supplies to carrier when acceptance is at the point of origin, or from date of delivery at destination or port of embarkation when delivery and acceptance are at either of these points, or from the date the correct invoice or voucher is received in the office specified by the Government, if the latter is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the Government check.

5. DISPUTES – *(This contract is governed by the Contract Disputes Act of 1978 (Public Law 95-563) (the "Act"). The Act provides administrative procedures for the submittal, analysis, negotiation, and if necessary, litigation of claims relating to this contract. The parties to this contract must comply with certain time restrictions on rendering of contracting officer decisions on claims, and on the appeal of those decisions. Further details on the rights and remedies under the Act may be found in the DAR at 1-314.)*

6. FOREIGN SUPPLIES – This contract is subject to the Buy American Act *(41 U.S.C. 10a-d)* as implemented by Section VI of the DAR and any restrictions in appropriation acts on the procurement of foreign supplies. The quotation must identify any foreign items to be furnished.

7. CONVICT LABOR – In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965 *(18 U.S.C. 4082(c)(2))* and Executive Order 11755, December 29, 1973.

8. OFFICIALS NOT TO BENEFIT – No member of or Delegate to Congress or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

9. COVENANT AGAINST CONTINGENT FEES – The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

10. GRATUITIES – (a) The Government may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this contract if it is found after notice and hearing, by the Secretary or his duly authorized representative, that gratuities *(in the form of entertainment, gifts or otherwise)* were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the Government with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract, provided, that the existence of the facts upon which the Secretary or his duly authorized representative make such findings shall be in issue and may be reviewed in any competent court. (b) In the event this contract is terminated as provided in paragraph (a) hereof the Government shall be entitled (i) to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor and (ii) as a penalty in addition to any other damages to which it may be entitled by law to exemplary damages in an amount *(as determined by the Secretary or his duly authorized representative)* which shall be not less than three nor more than ten times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee. (c) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

11. CONDITION FOR ASSIGNMENT – This Purchase Order may not be assigned pursuant to the Assignment of Claims Act of 1940, as amended *(31 U.S.C. 203, 41 U.S.C. 15)*, unless or until the supplier has been requested and has accepted this order by executing the Acceptance hereon.

12. COMMERCIAL WARRANTY – The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Government by any other clause of this contract.

13. PRIORITIES, ALLOCATIONS, AND ALLOTMENTS – The Contractor shall follow the provisions of DMS Reg. 1, or DPS Reg. 1 and all other applicable regulations and orders of the Bureau of Domestic Commerce in obtaining controlled materials and other products and materials needed to fill this order.

14. FAST PAYMENT PROCEDURE –

(a) *General.* This is a fast payment order. Invoices will be paid on the basis of the Contractor's delivery to a post office, common carrier, or, in shipment by other means, to the point of first receipt by the Government.

(b) *Responsibility for Supplies.* Title to the supplies shall vest in the Government upon delivery to a post office or common carrier for shipment to the specified destination. If shipment is by means other than post office or common carrier, title to the supplies shall vest in the Government upon delivery to the point of first receipt by the Government. Notwithstanding any other provision of the purchase order, the Contractor shall assume all responsibility and risk of loss for supplies (i) not received at destination, (ii) damaged in transit, or (iii) not conforming to purchase requirements. The Contractor shall either replace, repair, or correct such supplies promptly at his expense, provided instructions to do so are furnished by the Contracting Officer within ninety (90) days from the date title to the supplies vests in the Government. (180 days for oversea shipment.)

(c) *Preparation of Invoice.*

(1) Upon delivery of supplies to a post office, common carrier, or in shipments by other means, the point of first receipt by the Government, the Contractor shall prepare an invoice in accordance with Clause 3 of the General Provisions of Purchase Order, except that invoices under a blanket purchase agreement shall be prepared in accordance with the provisions of the agreement. All invoices shall also be prominently marked "Fast Pay."

(2) If the purchase price excludes the cost of transportation, the Contractor shall enter the prepaid shipping cost on the invoice as a separate item. The cost of parcel post insurance will not be paid by the Government. If transportation charges are separately stated on the invoice, the Contractor agrees to retain related paid freight bills or other transportation billings paid separately for a period of three (3) years and to furnish such bills to the Government when requested for audit purposes.

(3) In the event this order requires the preparation of a Material Inspection and Receiving Report (DD Form 250), the Contractor has the option of either preparing the DD Form 250 or including the following information on the invoice, in addition to that required in (c)(1) above: (A) a statement in prominent letters "NO DD 250 PREPARED", (B) shipment number, (C) mode of shipment, and (D) at line item level, (i) National Stock Number and/or manufacturer's part number, (ii) unit of measure, (iii) Ship-To-Point, (iv) Mark-For-Point if in contract, and (v) MILSTRIP document number if in contract. When a DD Form 250 is not required, the invoice will include the following information: (i) Ship-To-Point, (ii) Mark-For-Point and MILSTRIP document number if in contract, as well as the information in (c)(1) above. In all cases where no DD Form 250 is prepared, a copy of the invoice will be included in each shipment.

(d) *Certification of Invoice.* The Contractor agrees that the submission of an invoice to the Government for payment is a certification that the supplies for which the Government is being billed have been shipped or delivered in accordance with shipping instructions issued by the ordering officer, in the quantities shown on the invoice, and that such supplies are in the quantity and of the quality designated by the cited purchase order.

OUTER SHIPPING CONTAINERS SHALL BE MARKED "FAST PAY"

15. *(This clause applies if this contract is for services and is not exempted by applicable regulations of the Department of Labor.)*

SERVICE CONTRACT ACT OF 1965 – Except to the extent that an exemption, variation or tolerance would apply pursuant to 29 CFR 4.6 if this were a contract in excess of $2,500, the Contractor and any subcontractor hereunder shall pay all of his employees engaged in performing work on the contract not less than the minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended *(current minimum wage)*. However, in cases where section 6 (e)(2) of the Fair Labor Standards Act of 1938 is applicable, the rates specified therein will apply. All regulations and interpretations of the Service Contract Act of 1965 expressed in 29 CFR Part 4 are hereby incorporated by reference in this contract.

ADDITIONAL GENERAL PROVISIONS

16. CHANGES – The Contracting Officer may at any time, by a written order, and without notice to the sureties, make changes, within the general scope of this contract, in (i) drawings, designs, or specifications, where the supplies to be furnished are to be specially manufactured for the Government in accordance therewith, (ii) method of shipment or packing and (iii) place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for performance of this contract, whether changed or not changed by any such order, an equitable adjustment shall be made by written modification of this contract. Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change provided that the Contracting Officer, if he decides that the facts justify such action, may receive and act upon any such claim if asserted prior to final payment, under this contract. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

17. TERMINATION FOR DEFAULT – The Contracting Officer, by written notice, may terminate this contract, in whole or in part, for failure of the Contractor to perform any of the provisions hereof. In such event, the Contractor shall be liable for damages, including the excess cost of reprocuring similar supplies or services provided that, if (i) it is determined for any reason that the Contractor was not in default or (ii) the Contractor's failure to perform is without his and his subcontractor's control, fault or negligence, the termination shall be deemed to be a termination for convenience under paragraph 18. As used in this provision the term "subcontractor" and "subcontractors" means subcontractors at any tier.

18. TERMINATION FOR CONVENIENCE – The Contracting Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the Government. If this contract is for supplies and is so terminated, the Contractor shall be compensated in accordance with Section VIII of the Defense Acquisition Regulation in effect on this contract's date. To the extent that this contract is for services and is so terminated, the Government shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of termination.

19. ASSIGNMENT OF CLAIMS – Claims for monies due or to become due under this contract shall be assigned only pursuant to the Assignment of Claims Act of 1940, as amended *(31 U.S.C. 203, 41 U.S.C. 15)*. However, payments to an assignee of monies under this contract shall not, to the extent provided in said Act, as amended, be subject to reduction or set-off *(See Clause 11)*.

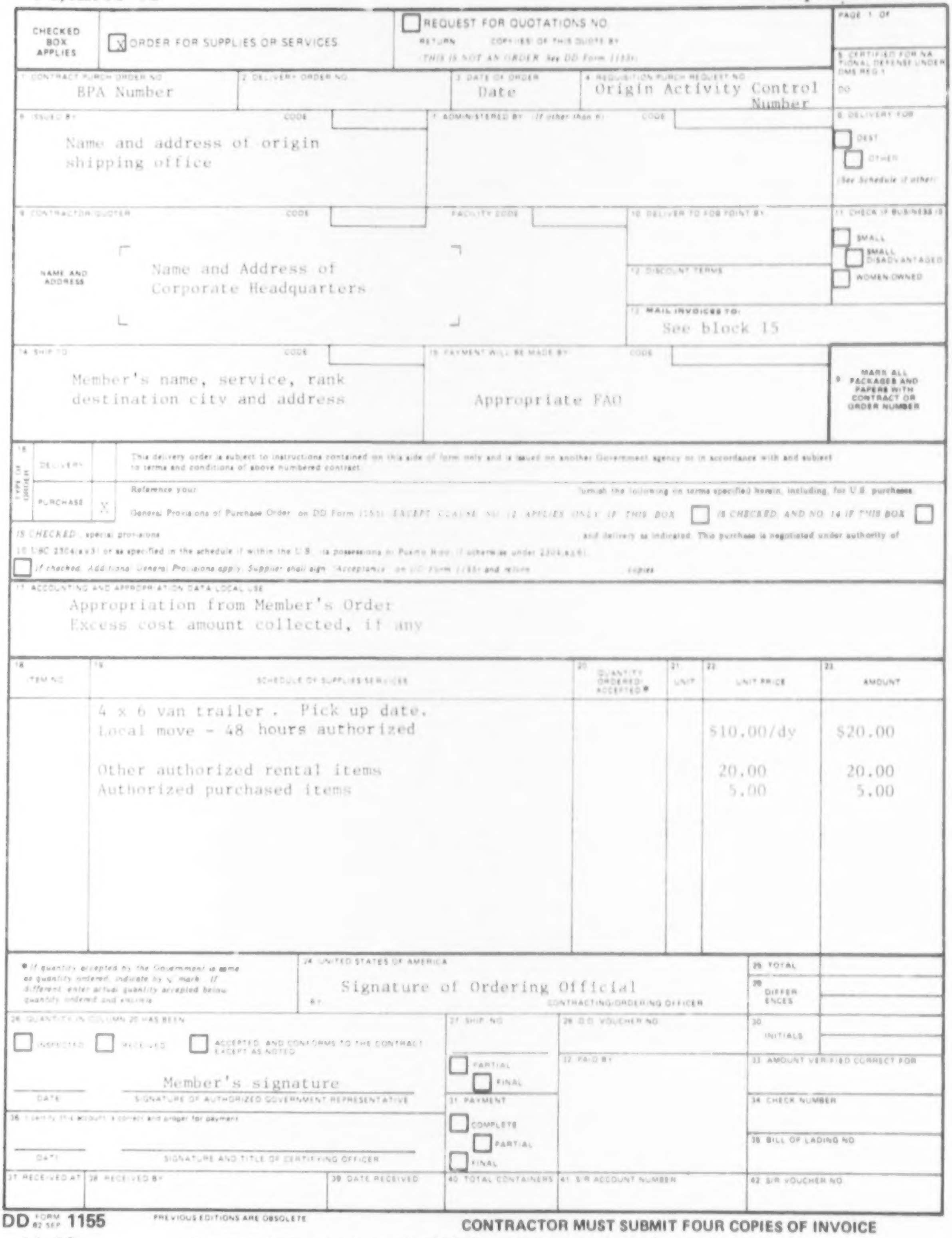
ACCEPTANCE

THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

DD FORM 82 SEP 1155r PREVIOUS EDITIONS ARE OBSOLETE. ☆U.S. GOVERNMENT PRINTING OFFICE: 1982 - 384-383

Figure 14-1. Sample of a completed DD Form 1155 for a local move by rental truck—continued



CHECKED BOX APPLIES ☒ ORDER FOR SUPPLIES OR SERVICES

☐ REQUEST FOR QUOTATIONS NO.
RETURN COPY(IES) OF THIS QUOTE BY
(THIS IS NOT AN ORDER. See DD Form 1155r)

PAGE 1 OF

5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1
DO

1. CONTRACT/PURCH ORDER NO.: BPA Number
2. DELIVERY ORDER NO.:
3. DATE OF ORDER: Date
4. REQUISITION/PURCH REQUEST NO.: Origin Activity Control Number

6. ISSUED BY CODE
Name and address of origin shipping office

7. ADMINISTERED BY (If other than 6) CODE

8. DELIVERY FOR
☐ DEST
☐ OTHER
(See Schedule if other)

9. CONTRACTOR/QUOTER CODE FACILITY CODE
NAME AND ADDRESS
Name and Address of Corporate Headquarters

10. DELIVER TO FOB POINT BY

11. CHECK IF BUSINESS IS
☐ SMALL
☐ SMALL DISADVANTAGED
☐ WOMEN-OWNED

12. DISCOUNT TERMS

13. MAIL INVOICES TO:
See block 15

14. SHIP TO CODE
Member's name, service, rank destination city and address

15. PAYMENT WILL BE MADE BY CODE
Appropriate FAO

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER

DELIVERY ☐ This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.

PURCHASE X Reference your furnish the following on terms specified herein, including, for U.S. purchases, General Provisions of Purchase Order on DD Form 1155r EXCEPT CLAUSE NO. 12 APPLIES ONLY IF THIS BOX ☐ IS CHECKED AND NO. 14 IF THIS BOX ☐ IS CHECKED, special provisions and delivery as indicated. This purchase is negotiated under authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico; if otherwise under 2304(a)(6).

☐ If checked, Additional General Provisions apply. Supplier shall sign "Acceptance" on DD Form 1155r and return copies.

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE
Appropriation from Member's Order
Excess cost amount collected, if any

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	4 x 6 van trailer . Pick up date. Local move - 48 hours authorized			$10.00/dy	$20.00
	Other authorized rental items			20.00	20.00
	Authorized purchased items			5.00	5.00

* If quantity accepted by the Government is same as quantity ordered, indicate by √ mark. If different, enter actual quantity accepted below quantity ordered and encircle.

24. UNITED STATES OF AMERICA
BY Signature of Ordering Official
CONTRACTING/ORDERING OFFICER

25. TOTAL
29. DIFFERENCES

26. QUANTITY IN COLUMN 20 HAS BEEN
☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

DATE
Member's signature
SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27. SHIP NO.
☐ PARTIAL
☐ FINAL

28. D.O. VOUCHER NO.

30. INITIALS

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

31. PAYMENT
☐ COMPLETE
☐ PARTIAL
☐ FINAL

34. CHECK NUMBER

36. I certify this account is correct and proper for payment.
DATE
SIGNATURE AND TITLE OF CERTIFYING OFFICER

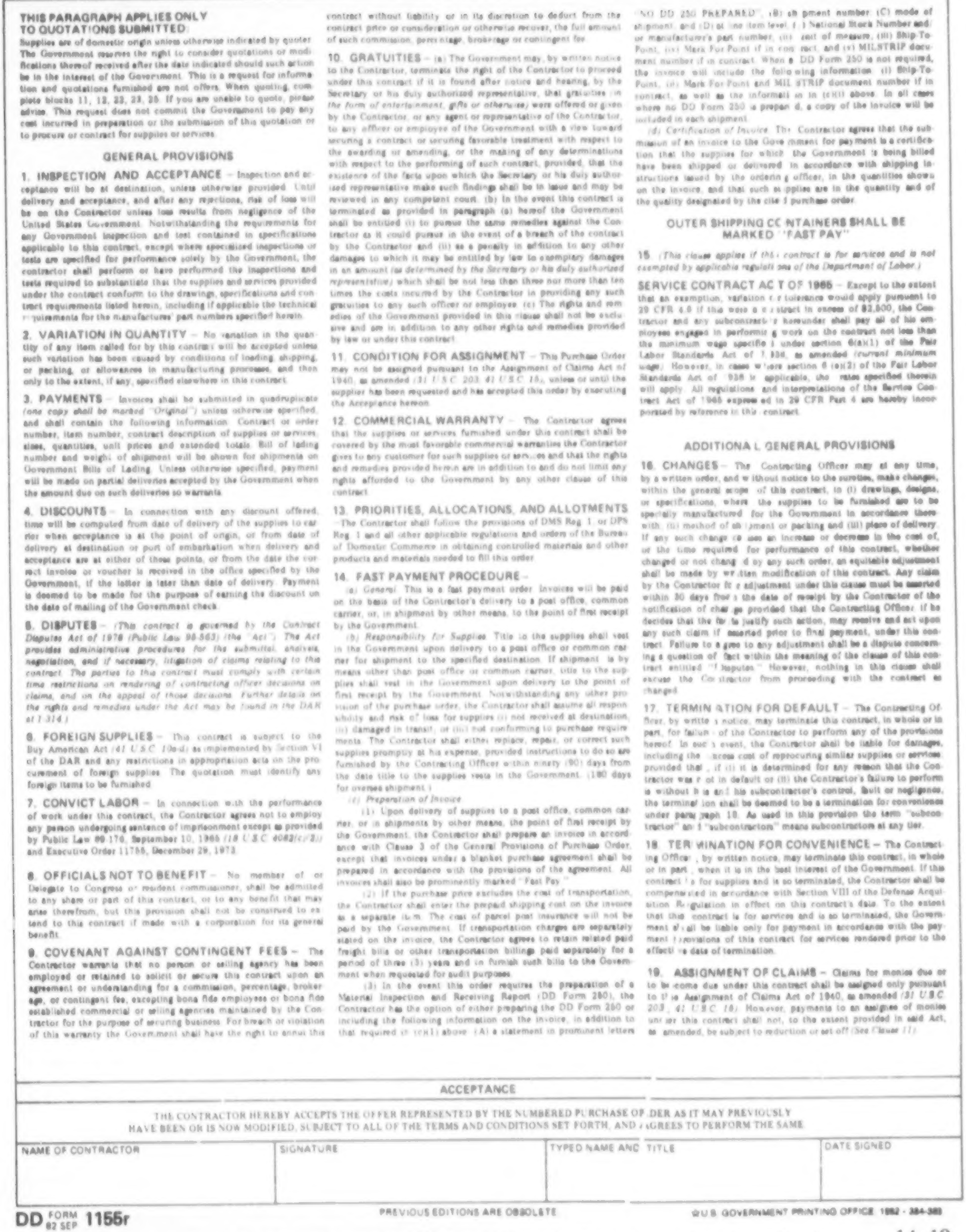
35. BILL OF LADING NO.

37. RECEIVED AT
38. RECEIVED BY
39. DATE RECEIVED
40. TOTAL CONTAINERS
41. S/R ACCOUNT NUMBER
42. S/R VOUCHER NO.

DD FORM 82 SEP 1155 PREVIOUS EDITIONS ARE OBSOLETE

CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 14-2. Sample of a completed DD Form 1155 for a local move by rental trailer



THIS PARAGRAPH APPLIES ONLY TO QUOTATIONS SUBMITTED:
Supplies are of domestic origin unless otherwise indicated by quoter. The Government reserves the right to consider quotations or modifications thereof received after the date indicated should such action be in the interest of the Government. This is a request for information and quotations furnished are not offers. When quoting, complete blocks 11, 12, 22, 23, 25. If you are unable to quote, please advise. This request does not commit the Government to pay any cost incurred in preparation or the submission of this quotation or to procure or contract for supplies or services.

GENERAL PROVISIONS

1. INSPECTION AND ACCEPTANCE – Inspection and acceptance will be at destination, unless otherwise provided. Until delivery and acceptance, and after any rejections, risk of loss will be on the Contractor unless loss results from negligence of the United States Government. Notwithstanding the requirements for any Government inspection and test contained in specifications applicable to this contract, except where specialized inspections or tests are specified for performance solely by the Government, the contractor shall perform or have performed the inspections and tests required to substantiate that the supplies and services provided under the contract conform to the drawings, specifications and contract requirements listed herein, including if applicable the technical requirements for the manufactures' part numbers specified herein.

2. VARIATION IN QUANTITY – No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified elsewhere in this contract.

3. PAYMENTS – Invoices shall be submitted in quadruplicate *(one copy shall be marked "Original")* unless otherwise specified, and shall contain the following information: Contract or order number, item number, contract description of supplies or services, sizes, quantities, unit prices and extended totals. Bill of lading number and weight of shipment will be shown for shipments on Government Bills of Lading. Unless otherwise specified, payment will be made on partial deliveries accepted by the Government when the amount due on such deliveries so warrants.

4. DISCOUNTS – In connection with any discount offered, time will be computed from date of delivery of the supplies to carrier when acceptance is at the point of origin, or from date of delivery at destination or port of embarkation when delivery and acceptance are at either of these points, or from the date the correct invoice or voucher is received in the office specified by the Government, if the latter is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the Government check.

5. DISPUTES – *(This contract is governed by the Contract Disputes Act of 1978 (Public Law 95-563) (the "Act"). The Act provides administrative procedures for the submittal, analysis, negotiation, and if necessary, litigation of claims relating to this contract. The parties to this contract must comply with certain time restrictions on rendering of contracting officer decisions on claims, and on the appeal of those decisions. Further details on the rights and remedies under the Act may be found in the DAR at 1-314.)*

6. FOREIGN SUPPLIES – This contract is subject to the Buy American Act *(41 U.S.C. 10a-d)* as implemented by Section VI of the DAR and any restrictions in appropriation acts on the procurement of foreign supplies. The quotation must identify any foreign items to be furnished.

7. CONVICT LABOR – In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965 *(18 U.S.C. 4082(c)(2))* and Executive Order 11755, December 29, 1973.

8. OFFICIALS NOT TO BENEFIT – No member of or Delegate to Congress or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

9. COVENANT AGAINST CONTINGENT FEES – The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

10. GRATUITIES – (a) The Government may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this contract if it is found after notice and hearing, by the Secretary or his duly authorized representative, that gratuities *(in the form of entertainment, gifts or otherwise)* were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the Government with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract, provided, that the existence of the facts upon which the Secretary or his duly authorized representative make such findings shall be in issue and may be reviewed in any competent court. (b) In the event this contract is terminated as provided in paragraph (a) hereof the Government shall be entitled (i) to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor and (ii) as a penalty in addition to any other damages to which it may be entitled by law to exemplary damages in an amount *(as determined by the Secretary or his duly authorized representative)* which shall be not less than three nor more than ten times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee. (c) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

11. CONDITION FOR ASSIGNMENT – This Purchase Order may not be assigned pursuant to the Assignment of Claims Act of 1940, as amended *(31 U.S.C. 203, 41 U.S.C. 15)*, unless or until the supplier has been requested and has accepted this order by executing the Acceptance hereon.

12. COMMERCIAL WARRANTY – The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Government by any other clause of this contract.

13. PRIORITIES, ALLOCATIONS, AND ALLOTMENTS –The Contractor shall follow the provisions of DMS Reg. 1, or DPS Reg. 1 and all other applicable regulations and orders of the Bureau of Domestic Commerce in obtaining controlled materials and other products and materials needed to fill this order.

14. FAST PAYMENT PROCEDURE –

(a) General. This is a fast payment order. Invoices will be paid on the basis of the Contractor's delivery to a post office, common carrier, or, in shipment by other means, to the point of first receipt by the Government.

(b) Responsibility for Supplies. Title to the supplies shall vest in the Government upon delivery to a post office or common carrier for shipment to the specified destination. If shipment is by means other than post office or common carrier, title to the supplies shall vest in the Government upon delivery to the point of first receipt by the Government. Notwithstanding any other provision of the purchase order, the Contractor shall assume all responsibility and risk of loss for supplies (i) not received at destination, (ii) damaged in transit, or (iii) not conforming to purchase requirements. The Contractor shall either replace, repair, or correct such supplies promptly at his expense, provided instructions to do so are furnished by the Contracting Officer within ninety (90) days from the date title to the supplies vests in the Government. (180 days for oversea shipment.)

(c) Preparation of Invoice.

(1) Upon delivery of supplies to a post office, common carrier, or in shipments by other means, the point of first receipt by the Government, the Contractor shall prepare an invoice in accordance with Clause 3 of the General Provisions of Purchase Order, except that invoices under a blanket purchase agreement shall be prepared in accordance with the provisions of the agreement. All invoices shall also be prominently marked "Fast Pay."

(2) If the purchase price excludes the cost of transportation, the Contractor shall enter the prepaid shipping cost on the invoice as a separate item. The cost of parcel post insurance will not be paid by the Government. If transportation charges are separately stated on the invoice, the Contractor agrees to retain related paid freight bills or other transportation billings paid separately for a period of three (3) years and to furnish such bills to the Government when requested for audit purposes.

(3) In the event this order requires the preparation of a Material Inspection and Receiving Report (DD Form 250), the Contractor has the option of either preparing the DD Form 250 or including the following information on the invoice, in addition to that required in (c)(1) above: (A) a statement in prominent letters "NO DD 250 PREPARED", (B) shipment number, (C) mode of shipment, and (D) at line item level, (i) National Stock Number and/or manufacturer's part number, (ii) unit of measure, (iii) Ship-To Point, (iv) Mark For Point if in contract, and (v) MILSTRIP document number if in contract. When a DD Form 250 is not required, the invoice will include the following information: (i) Ship-To Point, (ii) Mark For Point and MILSTRIP document number if in contract, as well as the information in (c)(1) above. In all cases where no DD Form 250 is prepared, a copy of the invoice will be included in each shipment.

(d) Certification of Invoice. The Contractor agrees that the submission of an invoice to the Government for payment is a certification that the supplies for which the Government is being billed have been shipped or delivered in accordance with shipping instructions issued by the ordering officer, in the quantities shown on the invoice, and that such supplies are in the quantity and of the quality designated by the cited purchase order.

OUTER SHIPPING CONTAINERS SHALL BE MARKED "FAST PAY"

15. *(This clause applies if this contract is for services and is not exempted by applicable regulations of the Department of Labor.)*

SERVICE CONTRACT ACT OF 1965 – Except to the extent that an exemption, variation or tolerance would apply pursuant to 29 CFR 4.6 if this were a contract in excess of $2,500, the Contractor and any subcontractor hereunder shall pay all of his employees engaged in performing work on the contract not less than the minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended *(current minimum wage)*. However, in cases where section 6 (a)(2) of the Fair Labor Standards Act of 1938 is applicable, the rates specified therein will apply. All regulations and interpretations of the Service Contract Act of 1965 expressed in 29 CFR Part 4 are hereby incorporated by reference in this contract.

ADDITIONAL GENERAL PROVISIONS

16. CHANGES – The Contracting Officer may at any time, by a written order, and without notice to the sureties, make changes, within the general scope of this contract, in (i) drawings, designs, or specifications, where the supplies to be furnished are to be specially manufactured for the Government in accordance therewith, (ii) method of shipment or packing and (iii) place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for performance of this contract, whether changed or not changed by any such order, an equitable adjustment shall be made by written modification of this contract. Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change provided that the Contracting Officer, if he decides that the facts justify such action, may receive and act upon any such claim if asserted prior to final payment, under this contract. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

17. TERMINATION FOR DEFAULT – The Contracting Officer, by written notice, may terminate this contract, in whole or in part, for failure of the Contractor to perform any of the provisions hereof. In such event, the Contractor shall be liable for damages, including the excess cost of reprocuring similar supplies or services: provided that, if (i) it is determined for any reason that the Contractor was not in default or (ii) the Contractor's failure to perform is without his and his subcontractor's control, fault or negligence, the termination shall be deemed to be a termination for convenience under paragraph 18. As used in this provision the term "subcontractor" and "subcontractors" means subcontractors at any tier.

18. TERMINATION FOR CONVENIENCE – The Contracting Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the Government. If this contract is for supplies and is so terminated, the Contractor shall be compensated in accordance with Section VIII of the Defense Acquisition Regulation in effect on this contract's date. To the extent that this contract is for services and is so terminated, the Government shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of termination.

19. ASSIGNMENT OF CLAIMS – Claims for monies due or to become due under this contract shall be assigned only pursuant to the Assignment of Claims Act of 1940, as amended *(31 U.S.C. 203, 41 U.S.C. 15)*. However, payments to an assignee of monies under this contract shall not, to the extent provided in said Act, as amended, be subject to reduction or set off *(See Clause 11)*.

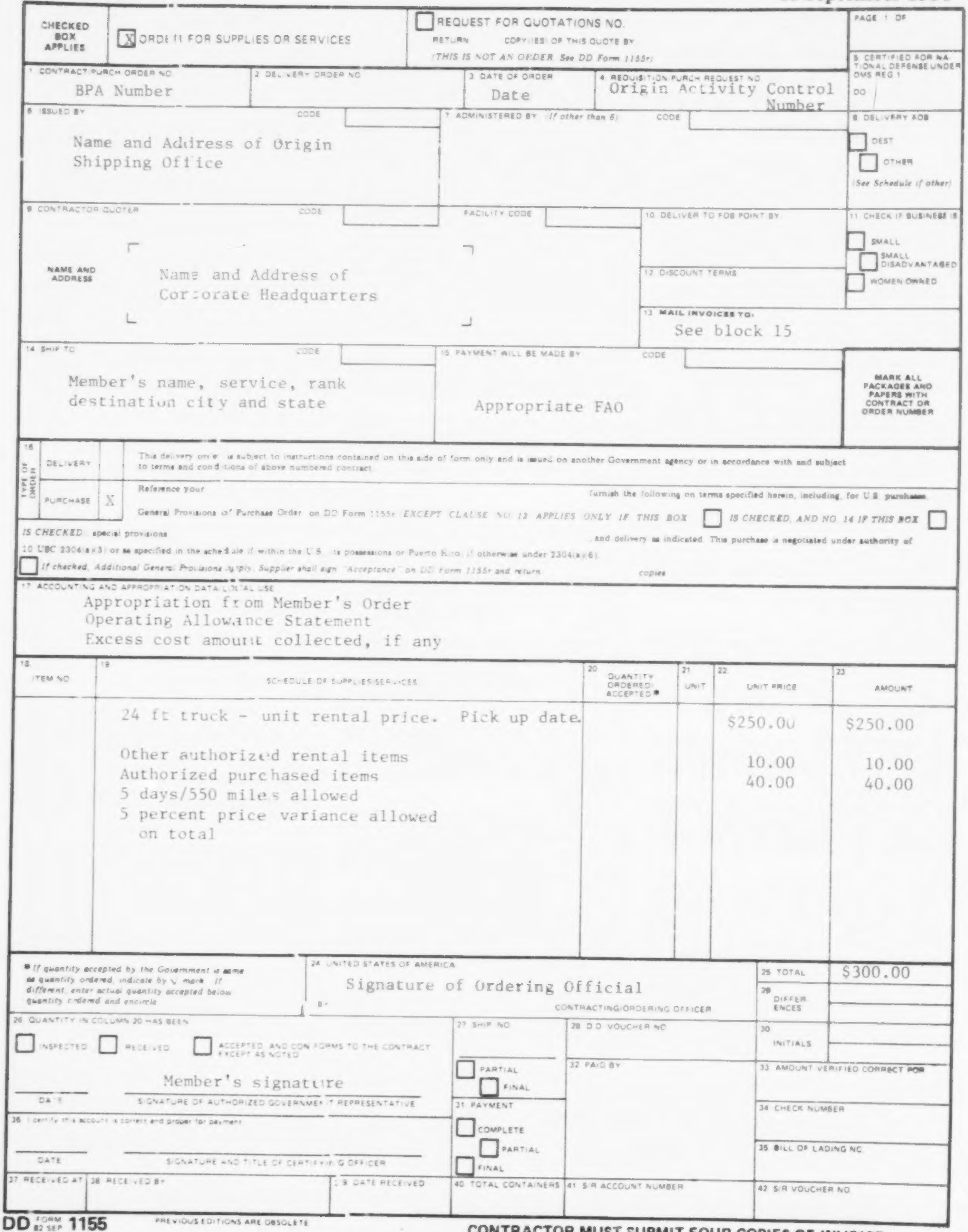
ACCEPTANCE

THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

DD FORM 82 SEP 1155r PREVIOUS EDITIONS ARE OBSOLETE ☆U.S. GOVERNMENT PRINTING OFFICE: 1982 - 384-383

Figure 14-2. Sample of a completed DD Form 1155 for a local move by rental trailer—continued



CHECKED BOX APPLIES

☒ ORDER FOR SUPPLIES OR SERVICES

☐ REQUEST FOR QUOTATIONS NO.

RETURN COPY(IES) OF THIS QUOTE BY

(THIS IS NOT AN ORDER. See DD Form 1155r)

PAGE 1 OF

5 CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1

DO

1 CONTRACT/PURCH ORDER NO: BPA Number

2 DELIVERY ORDER NO:

3 DATE OF ORDER: Date

4 REQUISITION/PURCH REQUEST NO: Origin Activity Control Number

6 ISSUED BY CODE: Name and Address of Origin Shipping Office

7 ADMINISTERED BY (If other than 6) CODE:

8 DELIVERY FOB ☐ DEST ☐ OTHER (See Schedule if other)

9 CONTRACTOR/QUOTER CODE FACILITY CODE

NAME AND ADDRESS: Name and Address of Corporate Headquarters

10 DELIVER TO FOB POINT BY:

11 CHECK IF BUSINESS IS ☐ SMALL ☐ SMALL DISADVANTAGED ☐ WOMEN OWNED

12 DISCOUNT TERMS:

13 MAIL INVOICES TO: See block 15

14 SHIP TO CODE: Member's name, service, rank destination city and state

15 PAYMENT WILL BE MADE BY CODE: Appropriate FAO

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16 TYPE OF ORDER

DELIVERY: This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.

PURCHASE: X Reference your furnish the following on terms specified herein, including, for U.S. purchases, General Provisions of Purchase Order on DD Form 1155r (EXCEPT CLAUSE NO 12 APPLIES ONLY IF THIS BOX ☐ IS CHECKED, AND NO. 14 IF THIS BOX ☐ IS CHECKED), special provisions and delivery as indicated. This purchase is negotiated under authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico; if otherwise under 2304(a)(6).

☐ If checked, Additional General Provisions apply. Supplier shall sign "Acceptance" on DD Form 1155r and return copies

17 ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

Appropriation from Member's Order
Operating Allowance Statement
Excess cost amount collected, if any

18 ITEM NO	19 SCHEDULE OF SUPPLIES/SERVICES	20 QUANTITY ORDERED/ ACCEPTED*	21 UNIT	22 UNIT PRICE	23 AMOUNT
	24 ft truck - unit rental price. Pick up date.			$250.00	$250.00
	Other authorized rental items			10.00	10.00
	Authorized purchased items			40.00	40.00
	5 days/550 miles allowed				
	5 percent price variance allowed on total				

* If quantity accepted by the Government is same as quantity ordered, indicate by ✓ mark. If different, enter actual quantity accepted below quantity ordered and encircle.

24 UNITED STATES OF AMERICA

BY Signature of Ordering Official

CONTRACTING/ORDERING OFFICER

25 TOTAL $300.00

29 DIFFERENCES

30 INITIALS

26 QUANTITY IN COLUMN 20 HAS BEEN ☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

DATE

Member's signature

SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27 SHIP NO ☐ PARTIAL ☐ FINAL

28 D.O. VOUCHER NO

31 PAYMENT ☐ COMPLETE ☐ PARTIAL ☐ FINAL

32 PAID BY

33 AMOUNT VERIFIED CORRECT FOR

34 CHECK NUMBER

35 BILL OF LADING NO

36 I certify this account is correct and proper for payment

DATE

SIGNATURE AND TITLE OF CERTIFYING OFFICER

37 RECEIVED AT

38 RECEIVED BY

39 DATE RECEIVED

40 TOTAL CONTAINERS

41 S/R ACCOUNT NUMBER

42 S/R VOUCHER NO

DD FORM 82 SEP 1155 PREVIOUS EDITIONS ARE OBSOLETE

CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 14-3. Sample of a completed DD Form 1155 for a one way move by rental truck

THIS PARAGRAPH APPLIES ONLY TO QUOTATIONS SUBMITTED:

Supplies are of domestic origin unless otherwise indicated by quoter. The Government reserves the right to consider quotations or modifications thereof received after the date indicated should such action be in the interest of the Government. This is a request for information and quotations furnished are not offers. When quoting, complete blocks 11, 12, 22, 23, 25. If you are unable to quote, please advise. This request does not commit the Government to pay any cost incurred in preparation or the submission of this quotation or to procure or contract for supplies or services.

GENERAL PROVISIONS

1. INSPECTION AND ACCEPTANCE – Inspection and acceptance will be at destination, unless otherwise provided. Until delivery and acceptance, and after any rejections, risk of loss will be on the Contractor unless loss results from negligence of the United States Government. Notwithstanding the requirements for any Government inspection and test contained in specifications applicable to this contract, except where specialized inspections or tests are specified for performance solely by the Government, the contractor shall perform or have performed the inspections and tests required to substantiate that the supplies and services provided under the contract conform to the drawings, specifications and contract requirements listed herein, including if applicable the technical requirements for the manufactures' part numbers specified herein.

2. VARIATION IN QUANTITY – No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified elsewhere in this contract.

3. PAYMENTS – Invoices shall be submitted in quadruplicate *(one copy shall be marked "Original")* unless otherwise specified, and shall contain the following information: Contract or order number, item number, contract description of supplies or services, sizes, quantities, unit prices and extended totals. Bill of lading number and weight of shipment will be shown for shipments on Government Bills of Lading. Unless otherwise specified, payment will be made on partial deliveries accepted by the Government when the amount due on such deliveries so warrants.

4. DISCOUNTS – In connection with any discount offered, time will be computed from date of delivery of the supplies to carrier when acceptance is at the point of origin, or from date of delivery at destination or port of embarkation when delivery and acceptance are at either of these points, or from the date the correct invoice or voucher is received in the office specified by the Government, if the latter is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the Government check.

5. DISPUTES – *(This contract is governed by the Contract Disputes Act of 1978 (Public Law 95-563) (the "Act"). The Act provides administrative procedures for the submittal, analysis, negotiation, and if necessary, litigation of claims relating to this contract. The parties to this contract must comply with certain time restrictions on rendering of contracting officer decisions on claims, and on the appeal of those decisions. Further details on the rights and remedies under the Act may be found in the DAR at 1-314.)*

6. FOREIGN SUPPLIES – This contract is subject to the Buy American Act *(41 U.S.C. 10a-d)* as implemented by Section VI of the DAR and any restrictions in appropriation acts on the procurement of foreign supplies. The quotation must identify any foreign items to be furnished.

7. CONVICT LABOR – In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965 *(18 U.S.C. 4082(c)(2))* and Executive Order 11755, December 29, 1973.

8. OFFICIALS NOT TO BENEFIT – No member of or Delegate to Congress or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

9. COVENANT AGAINST CONTINGENT FEES – The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

10. GRATUITIES – (a) The Government may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this contract if it is found after notice and hearing, by the Secretary or his duly authorized representative, that gratuities *(in the form of entertainment, gifts or otherwise)* were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the Government with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract, provided, that the existence of the facts upon which the Secretary or his duly authorized representative make such findings shall be in issue and may be reviewed in any competent court. (b) In the event this contract is terminated as provided in paragraph (a) hereof the Government shall be entitled (i) to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor and (ii) as a penalty in addition to any other damages to which it may be entitled by law to exemplary damages in an amount *(as determined by the Secretary or his duly authorized representative)* which shall be not less than three nor more than ten times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee. (c) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

11. CONDITION FOR ASSIGNMENT – This Purchase Order may not be assigned pursuant to the Assignment of Claims Act of 1940, as amended *(31 U.S.C. 203, 41 U.S.C. 15)*, unless or until the supplier has been requested and has accepted this order by executing the Acceptance hereon.

12. COMMERCIAL WARRANTY – The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Government by any other clause of this contract.

13. PRIORITIES, ALLOCATIONS, AND ALLOTMENTS –The Contractor shall follow the provisions of DMS Reg. 1, or DPS Reg. 1 and all other applicable regulations and orders of the Bureau of Domestic Commerce in obtaining controlled materials and other products and materials needed to fill this order.

14. FAST PAYMENT PROCEDURE–

(a) General. This is a fast payment order. Invoices will be paid on the basis of the Contractor's delivery to a post office, common carrier, or, in shipment by other means, to the point of first receipt by the Government.

(b) Responsibility for Supplies. Title to the supplies shall vest in the Government upon delivery to a post office or common carrier for shipment to the specified destination. If shipment is by means other than post office or common carrier, title to the supplies shall vest in the Government upon delivery to the point of first receipt by the Government. Notwithstanding any other provision of the purchase order, the Contractor shall assume all responsibility and risk of loss for supplies (i) not received at destination, (ii) damaged in transit, or (iii) not conforming to purchase requirements. The Contractor shall either replace, repair, or correct such supplies promptly at his expense, provided instructions to do so are furnished by the Contracting Officer within ninety (90) days from the date title to the supplies vests in the Government. (180 days for oversea shipment.)

(c) Preparation of Invoice.

(1) Upon delivery of supplies to a post office, common carrier, or in shipments by other means, the point of first receipt by the Government, the Contractor shall prepare an invoice in accordance with Clause 3 of the General Provisions of Purchase Order, except that invoices under a blanket purchase agreement shall be prepared in accordance with the provisions of the agreement. All invoices shall also be prominently marked "Fast Pay."

(2) If the purchase price excludes the cost of transportation, the Contractor shall enter the prepaid shipping cost on the invoice as a separate item. The cost of parcel post insurance will not be paid by the Government. If transportation charges are separately stated on the invoice, the Contractor agrees to retain related paid freight bills or other transportation billings paid separately for a period of three (3) years and to furnish such bills to the Government when requested for audit purposes.

(3) In the event this order requires the preparation of a Material Inspection and Receiving Report (DD Form 250), the Contractor has the option of either preparing the DD Form 250 or including the following information on the invoice, in addition to that required in (c)(1) above: (A) a statement in prominent letters "NO DD 250 PREPARED", (B) shipment number; (C) mode of shipment; and (D) at line item level, (i) National Stock Number and/or manufacturer's part number, (ii) unit of measure, (iii) Ship-To-Point, (iv) Mark-For-Point if in contract, and (v) MILSTRIP document number if in contract. When a DD Form 250 is not required, the invoice will include the following information: (i) Ship-To-Point, (ii) Mark-For-Point and MILSTRIP document number if in contract, as well as the information in (c)(1) above. In all cases where no DD Form 250 is prepared, a copy of the invoice will be included in each shipment.

(d) Certification of Invoice. The Contractor agrees that the submission of an invoice to the Government for payment is a certification that the supplies for which the Government is being billed have been shipped or delivered in accordance with shipping instructions issued by the ordering officer, in the quantities shown on the invoice, and that such supplies are in the quantity and of the quality designated by the cited purchase order.

OUTER SHIPPING CONTAINERS SHALL BE MARKED "FAST PAY"

15. *(This clause applies if this contract is for services and is not exempted by applicable regulations of the Department of Labor.)*

SERVICE CONTRACT ACT OF 1965 – Except to the extent that an exemption, variation or tolerance would apply pursuant to 29 CFR 4.6 if this were a contract in excess of $2,500, the Contractor and any subcontractor hereunder shall pay all of his employees engaged in performing work on the contract not less than the minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended *(current minimum wage)*. However, in cases where section 6 (e)(2) of the Fair Labor Standards Act of 1938 is applicable, the rates specified therein will apply. All regulations and interpretations of the Service Contract Act of 1965 expressed in 29 CFR Part 4 are hereby incorporated by reference in this contract.

ADDITIONAL GENERAL PROVISIONS

16. CHANGES– The Contracting Officer may at any time, by a written order, and without notice to the sureties, make changes, within the general scope of this contract, in (i) drawings, designs, or specifications, where the supplies to be furnished are to be specially manufactured for the Government in accordance therewith, (ii) method of shipment or packing and (iii) place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for performance of this contract, whether changed or not changed by any such order, an equitable adjustment shall be made by written modification of this contract. Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change provided that the Contracting Officer, if he decides that the facts justify such action, may receive and act upon any such claim if asserted prior to final payment, under this contract. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

17. TERMINATION FOR DEFAULT – The Contracting Officer, by written notice, may terminate this contract, in whole or in part, for failure of the Contractor to perform any of the provisions hereof. In such event, the Contractor shall be liable for damages, including the excess cost of reprocuring similar supplies or services, provided that, if (i) it is determined for any reason that the Contractor was not in default or (ii) the Contractor's failure to perform is without his and his subcontractor's control, fault or negligence, the termination shall be deemed to be a termination for convenience under paragraph 18. As used in this provision the term "subcontractor" and "subcontractors" means subcontractors at any tier.

18. TERMINATION FOR CONVENIENCE – The Contracting Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the Government. If this contract is for supplies and is so terminated, the Contractor shall be compensated in accordance with Section VIII of the Defense Acquisition Regulation in effect on this contract's date. To the extent that this contract is for services and is so terminated, the Government shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of termination.

19. ASSIGNMENT OF CLAIMS – Claims for monies due or to become due under this contract shall be assigned only pursuant to the Assignment of Claims Act of 1940, as amended *(31 U.S.C. 203, 41 U.S.C. 15)*. However, payments to an assignee of monies under this contract shall not, to the extent provided in said Act, as amended, be subject to reduction or set-off *(See Clause 11)*.

ACCEPTANCE

THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

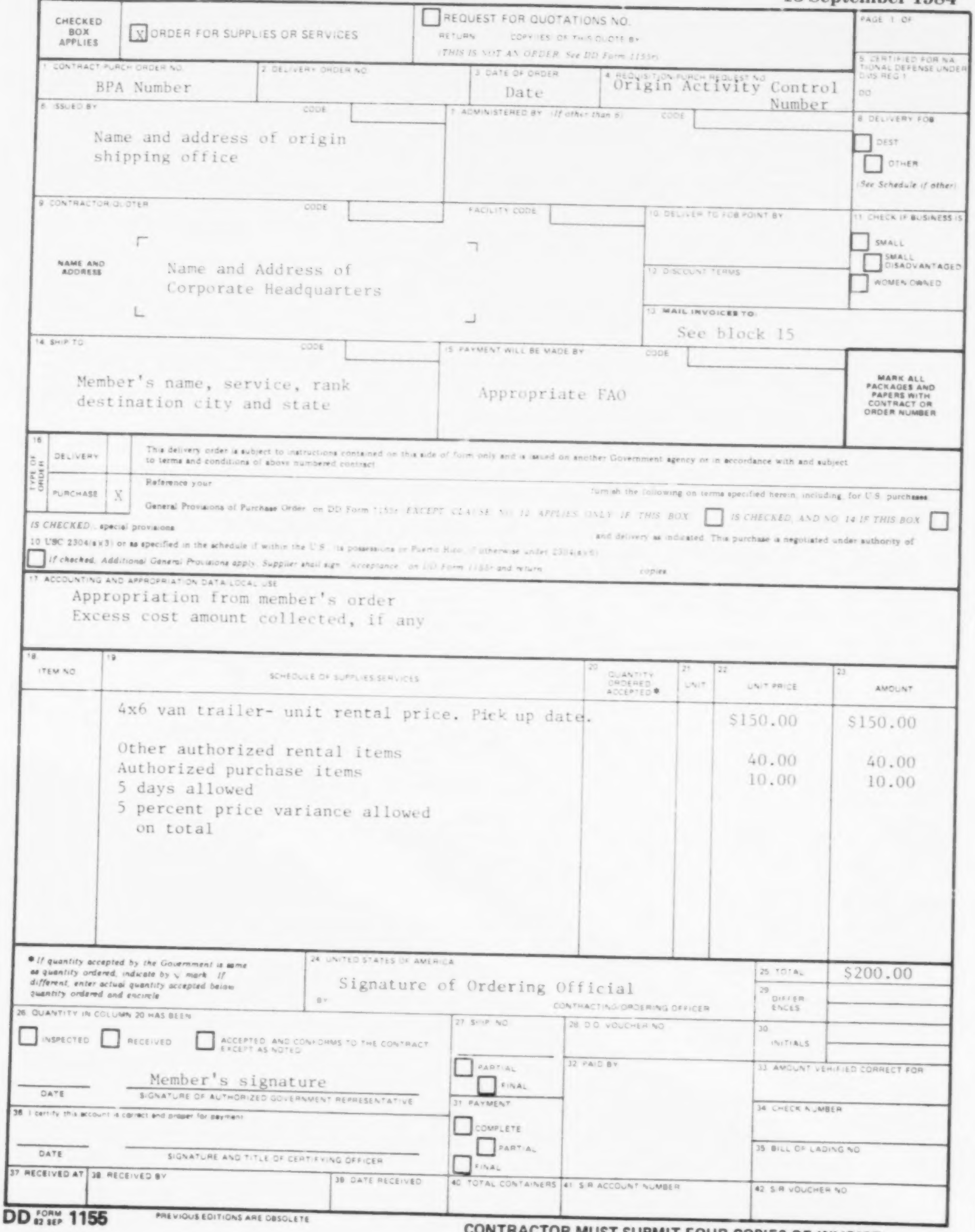
DD FORM 82 SEP 1155r

PREVIOUS EDITIONS ARE OBSOLETE

☆U.S. GOVERNMENT PRINTING OFFICE: 1982 - 384-383

Figure 14–3. Sample of a completed DD Form 1155 for a one way move by rental truck—continued

best copy available



CHECKED BOX APPLIES ☒ ORDER FOR SUPPLIES OR SERVICES ☐ REQUEST FOR QUOTATIONS NO.
RETURN COPY(IES) OF THIS QUOTE BY
(THIS IS NOT AN ORDER. See DD Form 1155r)
PAGE 1 OF

1. CONTRACT/PURCH ORDER NO.	BPA Number
2. DELIVERY ORDER NO.	
3. DATE OF ORDER	Date
4. REQUISITION/PURCH REQUEST NO.	Origin Activity Control Number
5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1	DO
6. ISSUED BY / CODE	Name and address of origin shipping office
7. ADMINISTERED BY (If other than 6) / CODE	
8. DELIVERY FOB	☐ DEST ☐ OTHER (See Schedule if other)
9. CONTRACTOR/QUOTER / CODE / FACILITY CODE — NAME AND ADDRESS	Name and Address of Corporate Headquarters
10. DELIVER TO FOB POINT BY	
11. CHECK IF BUSINESS IS	☐ SMALL ☐ SMALL DISADVANTAGED ☐ WOMEN OWNED
12. DISCOUNT TERMS	
13. MAIL INVOICES TO:	See block 15
14. SHIP TO / CODE	Member's name, service, rank destination city and state
15. PAYMENT WILL BE MADE BY / CODE	Appropriate FAO

MARK ALL PACKAGES AND PAPERS WITH CONTRACT OR ORDER NUMBER

16. TYPE OF ORDER

DELIVERY ☐ This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract

PURCHASE X Reference your furnish the following on terms specified herein, including, for U.S. purchases General Provisions of Purchase Order on DD Form 1155r EXCEPT CLAUSE NO. 12 APPLIES ONLY IF THIS BOX ☐ IS CHECKED, AND NO. 14 IF THIS BOX ☐ IS CHECKED; special provisions and delivery as indicated. This purchase is negotiated under authority of 10 USC 2304(a)(3) or as specified in the schedule if within the U.S., its possessions or Puerto Rico; if otherwise under 2304(a)(6).

☐ If checked, Additional General Provisions apply. Supplier shall sign "Acceptance" on DD Form 1155r and return copies.

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

Appropriation from member's order
Excess cost amount collected, if any

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT
	4x6 van trailer- unit rental price. Pick up date.			$150.00	$150.00
	Other authorized rental items			40.00	40.00
	Authorized purchase items			10.00	10.00
	5 days allowed				
	5 percent price variance allowed on total				

* If quantity accepted by the Government is same as quantity ordered, indicate by √ mark. If different, enter actual quantity accepted below quantity ordered and encircle

24. UNITED STATES OF AMERICA
BY Signature of Ordering Official
CONTRACTING/ORDERING OFFICER

25. TOTAL $200.00
29. DIFFERENCES
30. INITIALS

26. QUANTITY IN COLUMN 20 HAS BEEN
☐ INSPECTED ☐ RECEIVED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED

DATE ____ Member's signature
SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

27. SHIP NO.
☐ PARTIAL
☐ FINAL

28. D.O. VOUCHER NO.

31. PAYMENT
☐ COMPLETE
☐ PARTIAL
☐ FINAL

32. PAID BY

33. AMOUNT VERIFIED CORRECT FOR

34. CHECK NUMBER

35. BILL OF LADING NO.

36. I certify this account is correct and proper for payment
DATE ____ SIGNATURE AND TITLE OF CERTIFYING OFFICER

37. RECEIVED AT
38. RECEIVED BY
39. DATE RECEIVED
40. TOTAL CONTAINERS
41. S/R ACCOUNT NUMBER
42. S/R VOUCHER NO.

DD FORM 82 SEP 1155 PREVIOUS EDITIONS ARE OBSOLETE

CONTRACTOR MUST SUBMIT FOUR COPIES OF INVOICE

Figure 14-4. Sample of a completed DD Form 1155 for a one way move by rental trailer

THIS PARAGRAPH APPLIES ONLY TO QUOTATIONS SUBMITTED:
Supplies are of domestic origin unless otherwise indicated by quoter. The Government reserves the right to consider quotations or modifications thereof received after the date indicated should such action be in the interest of the Government. This is a request for information and quotations furnished are not offers. When quoting, complete blocks 11, 12, 22, 23, 25. If you are unable to quote, please advise. This request does not commit the Government to pay any cost incurred in preparation or the submission of this quotation or to procure or contract for supplies or services.

GENERAL PROVISIONS

1. INSPECTION AND ACCEPTANCE – Inspection and acceptance will be at destination, unless otherwise provided. Until delivery and acceptance, and after any rejections, risk of loss will be on the Contractor unless loss results from negligence of the United States Government. Notwithstanding the requirements for any Government inspection and test contained in specifications applicable to this contract, except where specialized inspections or tests are specified for performance solely by the Government, the contractor shall perform or have performed the inspections and tests required to substantiate that the supplies and services provided under the contract conform to the drawings, specifications and contract requirements listed herein, including if applicable the technical requirements for the manufactures' part numbers specified herein.

2. VARIATION IN QUANTITY – No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping, or packing, or allowances in manufacturing processes, and then only to the extent, if any, specified elsewhere in this contract.

3. PAYMENTS – Invoices shall be submitted in quadruplicate *(one copy shall be marked "Original")* unless otherwise specified, and shall contain the following information: Contract or order number, item number, contract description of supplies or services, sizes, quantities, unit prices and extended totals. Bill of lading number and weight of shipment will be shown for shipments on Government Bills of Lading. Unless otherwise specified, payment will be made on partial deliveries accepted by the Government when the amount due on such deliveries so warrants.

4. DISCOUNTS – In connection with any discount offered, time will be computed from date of delivery of the supplies to carrier when acceptance is at the point of origin, or from date of delivery at destination or port of embarkation when delivery and acceptance are at either of these points, or from the date the correct invoice or voucher is received in the office specified by the Government, if the latter is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the Government check.

5. DISPUTES – *(This contract is governed by the Contract Disputes Act of 1978 (Public Law 95-563) (the "Act"). The Act provides administrative procedures for the submittal, analysis, negotiation, and if necessary, litigation of claims relating to this contract. The parties to this contract must comply with certain time restrictions on rendering of contracting officer decisions on claims, and on the appeal of those decisions. Further details on the rights and remedies under the Act may be found in the DAR at 1-314.)*

6. FOREIGN SUPPLIES – This contract is subject to the Buy American Act *(41 U.S.C. 10a-d)* as implemented by Section VI of the DAR and any restrictions in appropriation acts on the procurement of foreign supplies. The quotation must identify any foreign items to be furnished.

7. CONVICT LABOR – In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment except as provided by Public Law 89-176, September 10, 1965 *(18 U.S.C. 4082(c)(2))* and Executive Order 11755, December 29, 1973.

8. OFFICIALS NOT TO BENEFIT – No member of or Delegate to Congress or resident commissioner, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

9. COVENANT AGAINST CONTINGENT FEES – The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

10. GRATUITIES – (a) The Government may, by written notice to the Contractor, terminate the right of the Contractor to proceed under this contract if it is found after notice and hearing, by the Secretary or his duly authorized representative, that gratuities *(in the form of entertainment, gifts or otherwise)* were offered or given by the Contractor, or any agent or representative of the Contractor, to any officer or employee of the Government with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such contract, provided, that the existence of the facts upon which the Secretary or his duly authorized representative make such findings shall be in issue and may be reviewed in any competent court. (b) In the event this contract is terminated as provided in paragraph (a) hereof the Government shall be entitled (i) to pursue the same remedies against the Contractor as it could pursue in the event of a breach of the contract by the Contractor and (ii) as a penalty in addition to any other damages to which it may be entitled by law to exemplary damages in an amount *(as determined by the Secretary or his duly authorized representative)* which shall be not less than three nor more than ten times the costs incurred by the Contractor in providing any such gratuities to any such officer or employee. (c) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

11. CONDITION FOR ASSIGNMENT – This Purchase Order may not be assigned pursuant to the Assignment of Claims Act of 1940, as amended *(31 U.S.C. 203, 41 U.S.C. 15)*, unless or until the supplier has been requested and has accepted this order by executing the Acceptance hereon.

12. COMMERCIAL WARRANTY – The Contractor agrees that the supplies or services furnished under this contract shall be covered by the most favorable commercial warranties the Contractor gives to any customer for such supplies or services and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the Government by any other clause of this contract.

13. PRIORITIES, ALLOCATIONS, AND ALLOTMENTS – The Contractor shall follow the provisions of DMS Reg. 1, or DPS Reg. 1 and all other applicable regulations and orders of the Bureau of Domestic Commerce in obtaining controlled materials and other products and materials needed to fill this order.

14. FAST PAYMENT PROCEDURE –

(a) General. This is a fast payment order. Invoices will be paid on the basis of the Contractor's delivery to a post office, common carrier, or, in shipment by other means, to the point of first receipt by the Government.

(b) Responsibility for Supplies. Title to the supplies shall vest in the Government upon delivery to a post office or common carrier for shipment to the specified destination. If shipment is by means other than post office or common carrier, title to the supplies shall vest in the Government upon delivery to the point of first receipt by the Government. Notwithstanding any other provision of the purchase order, the Contractor shall assume all responsibility and risk of loss for supplies (i) not received at destination, (ii) damaged in transit, or (iii) not conforming to purchase requirements. The Contractor shall either replace, repair, or correct such supplies promptly at his expense, provided instructions to do so are furnished by the Contracting Officer within ninety (90) days from the date title to the supplies vests in the Government. (180 days for oversea shipment.)

(c) Preparation of Invoice.

(1) Upon delivery of supplies to a post office, common carrier, or in shipments by other means, the point of first receipt by the Government, the Contractor shall prepare an invoice in accordance with Clause 3 of the General Provisions of Purchase Order, except that invoices under a blanket purchase agreement shall be prepared in accordance with the provisions of the agreement. All invoices shall also be prominently marked "Fast Pay."

(2) If the purchase price excludes the cost of transportation, the Contractor shall enter the prepaid shipping cost on the invoice as a separate item. The cost of parcel post insurance will not be paid by the Government. If transportation charges are separately stated on the invoice, the Contractor agrees to retain related paid freight bills or other transportation billings paid separately for a period of three (3) years and to furnish such bills to the Government when requested for audit purposes.

(3) In the event this order requires the preparation of a Material Inspection and Receiving Report (DD Form 250), the Contractor has the option of either preparing the DD Form 250 or including the following information on the invoice, in addition to that required in (c)(1) above: (A) a statement in prominent letters "NO DD 250 PREPARED", (B) shipment number, (C) mode of shipment, and (D) at line item level, (i) National Stock Number and/or manufacturer's part number, (ii) unit of measure, (iii) Ship-To-Point, (iv) Mark-For-Point if in contract, and (v) MILSTRIP document number if in contract. When a DD Form 250 is not required, the invoice will include the following information: (i) Ship-To-Point, (ii) Mark-For-Point and MILSTRIP document number if in contract, as well as the information in (c)(1) above. In all cases where no DD Form 250 is prepared, a copy of the invoice will be included in each shipment.

(d) Certification of Invoice. The Contractor agrees that the submission of an invoice to the Government for payment is a certification that the supplies for which the Government is being billed have been shipped or delivered in accordance with shipping instructions issued by the ordering officer, in the quantities shown on the invoice, and that such supplies are in the quantity and of the quality designated by the cited purchase order.

OUTER SHIPPING CONTAINERS SHALL BE MARKED "FAST PAY"

15. *(This clause applies if this contract is for services and is not exempted by applicable regulations of the Department of Labor.)*

SERVICE CONTRACT ACT OF 1965 – Except to the extent that an exemption, variation or tolerance would apply pursuant to 29 CFR 4.6 if this were a contract in excess of $2,500, the Contractor and any subcontractor hereunder shall pay all of his employees engaged in performing work on the contract not less than the minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended *(current minimum wage)*. However, in cases where section 6 (e)(2) of the Fair Labor Standards Act of 1938 is applicable, the rates specified therein will apply. All regulations and interpretations of the Service Contract Act of 1965 expressed in 29 CFR Part 4 are hereby incorporated by reference in this contract.

ADDITIONAL GENERAL PROVISIONS

16. CHANGES – The Contracting Officer may at any time, by a written order, and without notice to the sureties, make changes, within the general scope of this contract, in (i) drawings, designs, or specifications, where the supplies to be furnished are to be specially manufactured for the Government in accordance therewith; (ii) method of shipment or packing and (iii) place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for performance of this contract, whether changed or not changed by any such order, an equitable adjustment shall be made by written modification of this contract. Any claim by the Contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change provided that the Contracting Officer, if he decides that the facts justify such action, may receive and act upon any such claim if asserted prior to final payment, under this contract. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

17. TERMINATION FOR DEFAULT – The Contracting Officer, by written notice, may terminate this contract, in whole or in part, for failure of the Contractor to perform any of the provisions hereof. In such event, the Contractor shall be liable for damages, including the excess cost of reprocuring similar supplies or services, provided that, if (i) it is determined for any reason that the Contractor was not in default or (ii) the Contractor's failure to perform is without his and his subcontractor's control, fault or negligence, the termination shall be deemed to be a termination for convenience under paragraph 18. As used in this provision the term "subcontractor" and "subcontractors" means subcontractors at any tier.

18. TERMINATION FOR CONVENIENCE – The Contracting Officer, by written notice, may terminate this contract, in whole or in part, when it is in the best interest of the Government. If this contract is for supplies and is so terminated, the Contractor shall be compensated in accordance with Section VIII of the Defense Acquisition Regulation in effect on this contract's date. To the extent that this contract is for services and is so terminated, the Government shall be liable only for payment in accordance with the payment provisions of this contract for services rendered prior to the effective date of termination.

19. ASSIGNMENT OF CLAIMS – Claims for monies due or to become due under this contract shall be assigned only pursuant to the Assignment of Claims Act of 1940, as amended *(31 U.S.C. 203, 41 U.S.C. 15)*. However, payments to an assignee of monies under this contract shall not, to the extent provided in said Act, as amended, be subject to reduction or set-off *(See Clause 11)*.

ACCEPTANCE

THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME

NAME OF CONTRACTOR	SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED

DD FORM 82 SEP 1155r PREVIOUS EDITIONS ARE OBSOLETE. ☆U.S. GOVERNMENT PRINTING OFFICE: 1982 - 384-383

Figure 14–4. Sample of a completed DD Form 1155 for a one way move by rental trailer—continued

Table 14–2
Instructions for completing DD Form 1299 for DITY moves

Block number	Entry
7	Annotate "DITY," followed by "Rental Vehicle" or "Privately owned Vehicle Authorized." If a POV is used, show the make and model. The following statement will be entered: "Operating allowance for ____ miles at $.25 per mile is ____ paid on DOV No. ____, dated ____, DSSN ____." That part preceeding the DOV No. will be completed by the TO; the remainder will be filled in by the FAO at the time of payment. If the member does not wish to receive or is not authorized to receive an operating allowance, the TO will insert: "Operating allowance not desired/not authorized."
15	Indicate the date the member plans to pick up the rental vehicle and the date the vehicle will be turned in.
19	Disregard heading and indicate as appropriate— *a.* The number of hours authorized for a local move or the number of days and miles authorized for intercity moves. *b.* PPGBL number of any other shipments made on the same order, nontemporary storage data if the member has HHG in storage on the same order, local move data if other HHG were moved locally on the same order, and a statement that the member has elected a split DITY or PPGBL shipment. *c.* A statement that the member agrees to pay all charges incurred by the Government if he or she does not submit a DD Form 1351-2 and certified weight tickets to the FAO within 45 days after completion of the DITY move. *d.* Excess costs due and method of payment agreed to by member, if the estimated DITY cost exceeds PPGBL constructive cost. *e.* "Group Shipment" and names of other members in the group, if a group DITY move is being made and an approved privately owned truck or trailer is used. *f.* "Combined Shipment" if husband and wife military members are making a combined DITY move and an approved privately owned truck or trailer is used.

Example 1. A member has an 8,500-pound weight allowance. He will use a rental truck to move an estimated 7,918 pounds a distance of 1,165 miles. He will receive an advance operating allowance.

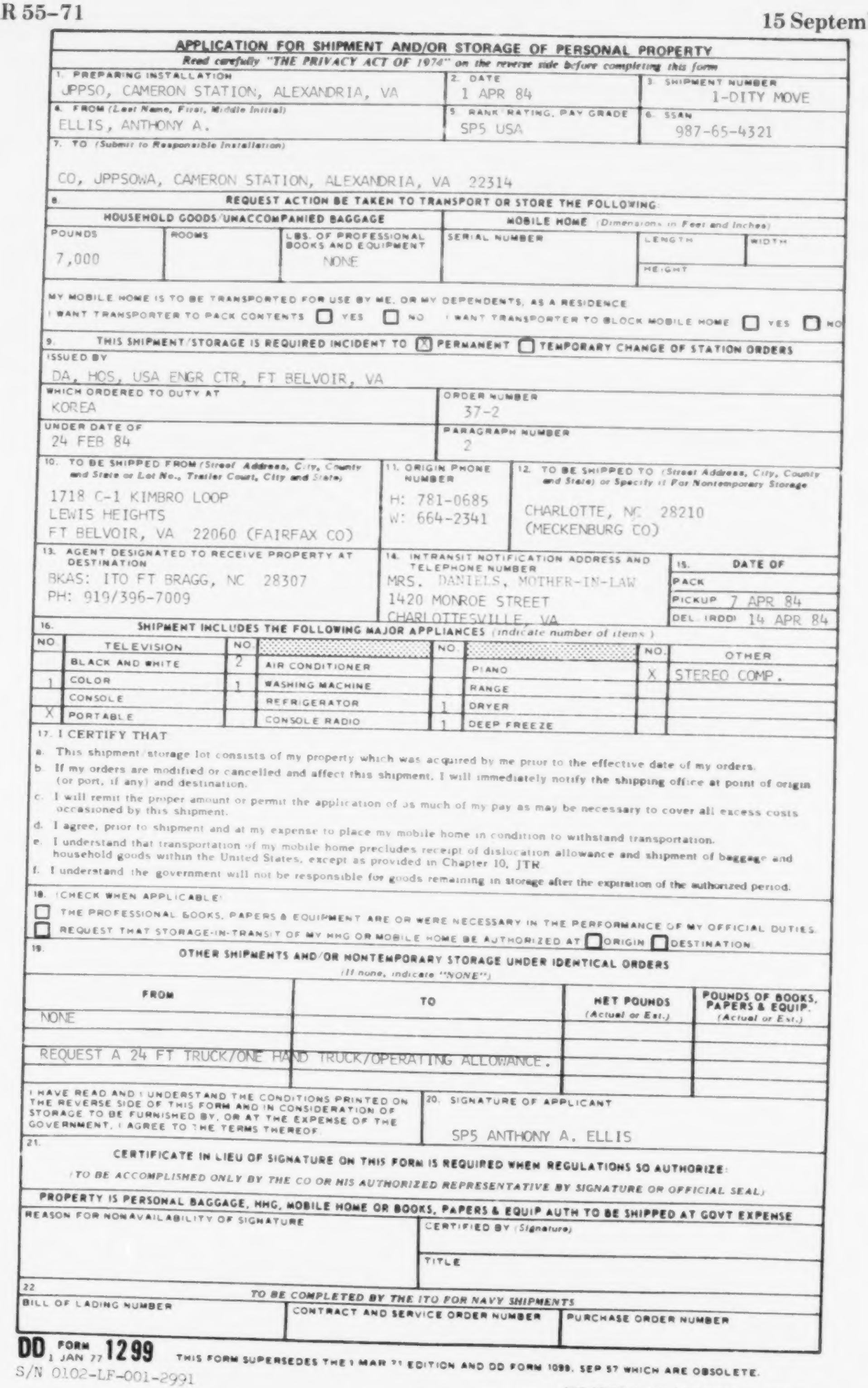
(1)	MTMC Solicitation line haul rate, 7,918 lbs as 8,000 pounds as $27.90/CWT	=	$2,232.00
	Packing allowance for 7,918 pounds at $5.00/CWT	+	395.90
	Total PPGBL constructive cost	=	$2,627.90
(2)	80 percent of PPGBL constructive cost	×	.80
	Gross DITY incentive payment	=	$2,102.32
(3)	Minus payment to contractor	–	1,100.00
	Adjusted gross DITY incentive payment	=	$1,002.32
(4)	Minus operating allowance ($.25 × 1165 miles)	–	291.25
		=	$ 711.07
(5)	Minus 20 percent Federal tax withholding ($711.07 × .20 = $142.21)	–	142.21
	Minus state tax (if applicable)		N/A
(6)	Estimated net incentive payment to member (after taxes)	=	$ 568.86

Figure 14–5. Examples of estimated incentive computations

Example 2. A member has a 225-pound weight allowance. He will use a rental truck to move an estimated 350 pounds a distance of 110 miles. He will receive an advance operating allowance.

(1)	MTMC Solicitation line haul rate, 350 as 500 pounds at $26.75/CWT	=	$ 133.75
	Packing allowance for 500 pounds at $5.00/CWT	+	25.00
	Total PPGBL constructive cost	=	$ 158.75
(2)	80 percent of PPGBL constructive cost	×	.80
	Gross DITY incentive payment	=	$ 127.00
(3)	Minus payment to contractor	–	50.00
	Adjusted DITY incentive payment	=	$ 77.00
(4)	Minus operating allowance ($.25 × 110 miles)	–	27.50
		=	$ 49.50
(5)	Minus 20 percent Federal tax withholding ($49.50 × .20 = $9.90)	–	9.90
	Minus state tax (if applicable)		N/A
(6)	Estimated net incentive payment to member (after taxes)	=	$ 39.60

Figure 14–5. Examples of estimated incentive computations—Continued



APPLICATION FOR SHIPMENT AND/OR STORAGE OF PERSONAL PROPERTY

Read carefully "THE PRIVACY ACT OF 1974" on the reverse side before completing this form

1. PREPARING INSTALLATION: JPPSO, CAMERON STATION, ALEXANDRIA, VA
2. DATE: 1 APR 84
3. SHIPMENT NUMBER: 1-DITY MOVE
4. FROM *(Last Name, First, Middle Initial)*: ELLIS, ANTHONY A.
5. RANK/RATING, PAY GRADE: SP5 USA
6. SSAN: 987-65-4321
7. TO *(Submit to Responsible Installation)*: CO, JPPSOWA, CAMERON STATION, ALEXANDRIA, VA 22314

8. REQUEST ACTION BE TAKEN TO TRANSPORT OR STORE THE FOLLOWING:

HOUSEHOLD GOODS/UNACCOMPANIED BAGGAGE

POUNDS: 7,000
ROOMS:
LBS. OF PROFESSIONAL BOOKS AND EQUIPMENT: NONE

MOBILE HOME *(Dimensions in Feet and Inches)*

SERIAL NUMBER:
LENGTH:
WIDTH:
HEIGHT:

MY MOBILE HOME IS TO BE TRANSPORTED FOR USE BY ME, OR MY DEPENDENTS, AS A RESIDENCE

I WANT TRANSPORTER TO PACK CONTENTS ☐ YES ☐ NO I WANT TRANSPORTER TO BLOCK MOBILE HOME ☐ YES ☐ NO

9. THIS SHIPMENT/STORAGE IS REQUIRED INCIDENT TO ☒ PERMANENT ☐ TEMPORARY CHANGE OF STATION ORDERS

ISSUED BY: DA, HQS, USA ENGR CTR, FT BELVOIR, VA
WHICH ORDERED TO DUTY AT: KOREA
ORDER NUMBER: 37-2
UNDER DATE OF: 24 FEB 84
PARAGRAPH NUMBER: 2

10. TO BE SHIPPED FROM *(Street Address, City, County and State or Lot No., Trailer Court, City and State)*:
1718 C-1 KIMBRO LOOP
LEWIS HEIGHTS
FT BELVOIR, VA 22060 (FAIRFAX CO)

11. ORIGIN PHONE NUMBER:
H: 781-0685
W: 664-2341

12. TO BE SHIPPED TO *(Street Address, City, County and State) or Specify if For Nontemporary Storage*:
CHARLOTTE, NC 28210
(MECKENBURG CO)

13. AGENT DESIGNATED TO RECEIVE PROPERTY AT DESTINATION:
BKAS: ITO FT BRAGG, NC 28307
PH: 919/396-7009

14. INTRANSIT NOTIFICATION ADDRESS AND TELEPHONE NUMBER:
MRS. DANIELS, MOTHER-IN-LAW
1420 MONROE STREET
CHARLOTTESVILLE, VA

15. DATE OF
PACK:
PICKUP: 7 APR 84
DEL. (RDD): 14 APR 84

16. SHIPMENT INCLUDES THE FOLLOWING MAJOR APPLIANCES *(indicate number of items)*

NO.	TELEVISION	NO.		NO.		NO.	OTHER
	BLACK AND WHITE	2	AIR CONDITIONER		PIANO	X	STEREO COMP.
1	COLOR	1	WASHING MACHINE		RANGE		
	CONSOLE		REFRIGERATOR	1	DRYER		
X	PORTABLE		CONSOLE RADIO	1	DEEP FREEZE		

17. I CERTIFY THAT

a. This shipment/storage lot consists of my property which was acquired by me prior to the effective date of my orders.
b. If my orders are modified or cancelled and affect this shipment, I will immediately notify the shipping office at point of origin (or port, if any) and destination.
c. I will remit the proper amount or permit the application of as much of my pay as may be necessary to cover all excess costs occasioned by this shipment.
d. I agree, prior to shipment and at my expense to place my mobile home in condition to withstand transportation.
e. I understand that transportation of my mobile home precludes receipt of dislocation allowance and shipment of baggage and household goods within the United States, except as provided in Chapter 10, JTR.
f. I understand the government will not be responsible for goods remaining in storage after the expiration of the authorized period.

18. (CHECK WHEN APPLICABLE)

☐ THE PROFESSIONAL BOOKS, PAPERS & EQUIPMENT ARE OR WERE NECESSARY IN THE PERFORMANCE OF MY OFFICIAL DUTIES.
☐ REQUEST THAT STORAGE-IN-TRANSIT OF MY HHG OR MOBILE HOME BE AUTHORIZED AT ☐ ORIGIN ☐ DESTINATION.

19. OTHER SHIPMENTS AND/OR NONTEMPORARY STORAGE UNDER IDENTICAL ORDERS *(If none, indicate "NONE")*

FROM	TO	NET POUNDS *(Actual or Est.)*	POUNDS OF BOOKS, PAPERS & EQUIP. *(Actual or Est.)*
NONE			
REQUEST A 24 FT TRUCK/ONE HAND TRUCK/OPERATING ALLOWANCE.			

I HAVE READ AND I UNDERSTAND THE CONDITIONS PRINTED ON THE REVERSE SIDE OF THIS FORM AND IN CONSIDERATION OF STORAGE TO BE FURNISHED BY, OR AT THE EXPENSE OF THE GOVERNMENT, I AGREE TO THE TERMS THEREOF.

20. SIGNATURE OF APPLICANT: SP5 ANTHONY A. ELLIS

21. CERTIFICATE IN LIEU OF SIGNATURE ON THIS FORM IS REQUIRED WHEN REGULATIONS SO AUTHORIZE:

(TO BE ACCOMPLISHED ONLY BY THE CO OR HIS AUTHORIZED REPRESENTATIVE BY SIGNATURE OR OFFICIAL SEAL)

PROPERTY IS PERSONAL BAGGAGE, HHG, MOBILE HOME OR BOOKS, PAPERS & EQUIP AUTH TO BE SHIPPED AT GOVT EXPENSE

REASON FOR NONAVAILABILITY OF SIGNATURE:
CERTIFIED BY *(Signature)*:
TITLE:

22. TO BE COMPLETED BY THE ITO FOR NAVY SHIPMENTS

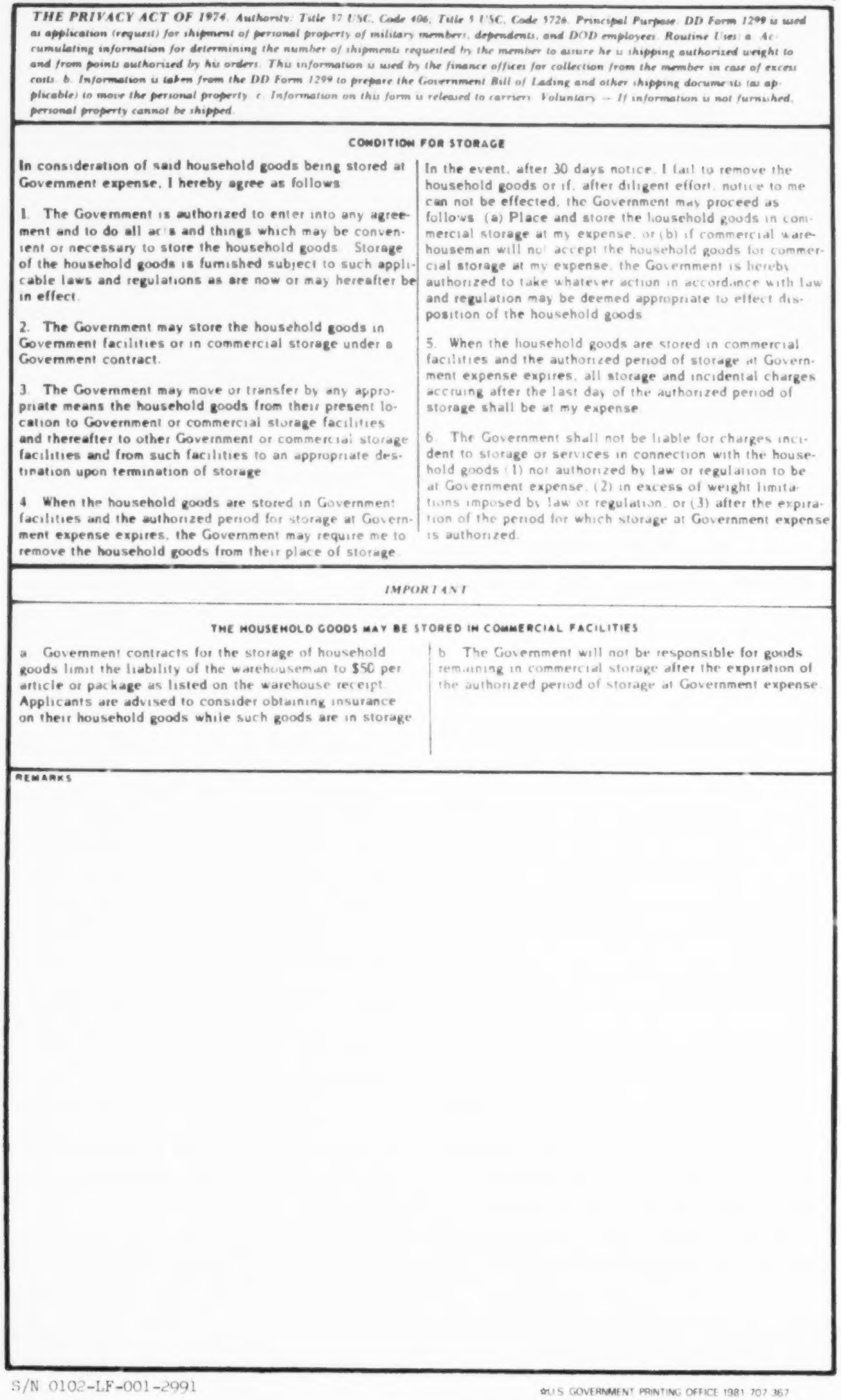
BILL OF LADING NUMBER:
CONTRACT AND SERVICE ORDER NUMBER:
PURCHASE ORDER NUMBER:

DD FORM 1 JAN 77 1299 THIS FORM SUPERSEDES THE 1 MAR 71 EDITION AND DD FORM 1099, SEP 57 WHICH ARE OBSOLETE.

S/N 0102-LF-001-2991

☆U.S. GOVERNMENT PRINTING OFFICE 1981 707-367

Figure 14-6. Sample of a completed DD Form 1299



THE PRIVACY ACT OF 1974. *Authority: Title 37 USC, Code 406; Title 5 USC, Code 5726. Principal Purpose: DD Form 1299 is used as application (request) for shipment of personal property of military members, dependents, and DOD employees. Routine Uses: a. Accumulating information for determining the number of shipments requested by the member to assure he is shipping authorized weight to and from points authorized by his orders. This information is used by the finance offices for collection from the member in case of excess costs. b. Information is taken from the DD Form 1299 to prepare the Government Bill of Lading and other shipping documents (as applicable) to move the personal property. c. Information on this form is released to carriers. Voluntary — If information is not furnished, personal property cannot be shipped.*

CONDITION FOR STORAGE

In consideration of said household goods being stored at Government expense, I hereby agree as follows:

1. The Government is authorized to enter into any agreement and to do all acts and things which may be convenient or necessary to store the household goods. Storage of the household goods is furnished subject to such applicable laws and regulations as are now or may hereafter be in effect.

2. The Government may store the household goods in Government facilities or in commercial storage under a Government contract.

3. The Government may move or transfer by any appropriate means the household goods from their present location to Government or commercial storage facilities and thereafter to other Government or commercial storage facilities and from such facilities to an appropriate destination upon termination of storage.

4. When the household goods are stored in Government facilities and the authorized period for storage at Government expense expires, the Government may require me to remove the household goods from their place of storage. In the event, after 30 days notice, I fail to remove the household goods or if, after diligent effort, notice to me can not be effected, the Government may proceed as follows: (a) Place and store the household goods in commercial storage at my expense, or (b) if commercial warehouseman will not accept the household goods for commercial storage at my expense, the Government is hereby authorized to take whatever action in accordance with law and regulation may be deemed appropriate to effect disposition of the household goods.

5. When the household goods are stored in commercial facilities and the authorized period of storage at Government expense expires, all storage and incidental charges accruing after the last day of the authorized period of storage shall be at my expense.

6. The Government shall not be liable for charges incident to storage or services in connection with the household goods (1) not authorized by law or regulation to be at Government expense, (2) in excess of weight limitations imposed by law or regulation, or (3) after the expiration of the period for which storage at Government expense is authorized.

IMPORTANT

THE HOUSEHOLD GOODS MAY BE STORED IN COMMERCIAL FACILITIES

a. Government contracts for the storage of household goods limit the liability of the warehouseman to $50 per article or package as listed on the warehouse receipt. Applicants are advised to consider obtaining insurance on their household goods while such goods are in storage.

b. The Government will not be responsible for goods remaining in commercial storage after the expiration of the authorized period of storage at Government expense.

REMARKS

S/N 0102-LF-001-2991

☆U.S. GOVERNMENT PRINTING OFFICE 1981 707 367

Figure 14-5. Sample of a completed DD Form 1299—continued

ANUAL DITY REPORT—FY ____

(Name of Installation or MACOM as appropriate)

(1) GRADE	(2) TOTAL NO. SHPMTS	(3) TOTAL WT OF SHPMTS	(4) CON-STRUCTIVE COST	(5) DITY COST	(6) DIFFERENCE (COL 4-5)	(7) 80% OF COL 4	(8) TOTAL INCENTIVE (COL 7-5)	(9) TOTAL SAVINGS TO GOVT (COL 4 - (5+8))

Legend:

COL	column
GOVT.	government
NO	number
WT	weight
%	percent

Figure 14-7. Sample format of an Annual DITY Report

APPENDIX A

REFERENCES

Section I Required Publications

ATF 5300.5 (Firearms Regulation (Department of the Treasury, Bureau of Alcohol, Tobacco and Firearms)). Cited in paragraph 13-2.

DOD 4500.32-R, Vol 2 (Military Standard Transportation and Movement Procedures). Cited in paragraphs 3-4, 4-20, 4-24, 12-4, and 12-33.

DOD 4500.34-R (Personal Property Traffic Management Regulation). Cited in paragraphs 1-5, 1-6, 2-3, 3-1, 3-2, 4-19, 4-32, 4-37, 5-10, 6-10, 6-12, 6-16, 7-6, 11-4, 11-6, 12-6, 12-29, and 12-40.

DOD 5030.49-R (Customs Inspection). Cited in paragraphs 1-6, 4-26, 12-30, 12-39, 12-40, 13-1, 13-3, and 13-6.

Joint Travel Regulations, Volume I. Cited in paragraphs 1-5, 2-1, 2-2, 2-3, 2-4, 2-5, 2-6, 3-2, 4-1, 4-2, 4-4, 4-6, 4-8, 4-12, 4-13, 4-14, 4-15, 4-16, 4-18, 4-22, 5-1, 5-4, 5-5, 5-7, 5-8, 5-9, 5-10, 6-1, 6-3, 6-5, 6-7, 6-9, 6-11, 6-14, 6-17, 6-18, 6-19, 6-20, 6-21, 6-23, 7-2, 7-4, 7-6, 8-6, 9-1, 10-1, 10-2, 10-6, 11-2, 11-6, 11-8, 11-9. Table 11-1, paragraphs 12-1, 12-6, 12-12, 12-13, 12-15, 12-16, 12-17, 12-20, 12-26, 12-38, 14-4, 14-9, 14-10, 14-17, 14-20, 14-22 and 14-35.

Joint Travel Regulations, Volume 2. Cited in paragraphs 1-5, 1-6, 2-1, 2-2, 2-3, 2-4, 2-5, 4-1, 4-2, 5-1, 5-5, 5-7, 5-11, 6-1, 6-8, 6-11, 6-16, 6-19, 7-2, 8-3, 8-6, 9-1, 10-2, 12-2, 12-21, 12-22, 12-23, and 12-26.

MIL-STD-212 (Military Standard (Preparation of HHG)). Cited in paragraphs 4-32, 4-33, and 4-37.

Personal Property Consignment Instruction Guide Worldwide. Cited in paragraphs 4-2, 4-25, 4-28, 4-29, 7-6, 7-7, 12-6, 12-21, 13-2, 13-3, and C-2.

AR 310-10 (Military Orders). Cited in paragraphs 1-6, 4-13, and 5-8.

Section II Related Publications*

DA Pam 55-2 (It's Your Move).

AFR 75-33 (Do it Yourself Moving Program and the Monetary Incentive Payment Plant). (Copies may be obtained from US Air Force Adjutant General Publications Center, 2800 Eastern Blvd, Baltimore, MD 21220.)

AR 27-20. (Claims).

AR 55-46. (Travel of Dependents and Accompanied Military and Civilian Personnel to, from or between oversea areas).

AR 55-60 (The Official Table of Distances).

AR 37-106. (Finance and Accounting for Installations: Travel and Transportation Allowances).

AR 385-40 (Accident Reporting and Records).

AR 638-1. (Disposition of Personal Effects of Deceased and Missing Persons).

AR 310-1. (Publications, Blank Forms, and Printing Management).

AR 210-501. (Family Housing).

AR 710-2. (Material Management for Using Units, Support Units and Installations).

AR 930-5. (American National Red Cross Service Program and Army Utilization).

DA Pam 740-2 (Guide for Preparation of Mobile Homes for Movement).

DOD 4160.21-M. (Defense Disposal Manual).

NAVSUPINST 4050.62D (Do it Yourself Method of Moving Personal Property). (Copies may be obtained from Commanding Officer, Navy Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120).

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*A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

MC Bulletin 4050-Series (Do-it-Yourself Method of Moving Personal Property). (Copies may be obtained from Commanding General, Marine Corps Supply Center Publications Dock Warehouse 1221-Sec 5, Albany, GA 31704).

APPENDIX B

WEIGHT RESTRICTED AREAS AND AREAS WITH SPECIAL WEIGHT ALLOWANCES (GUIDANCE FOR DA MILITARY AND CIVILIANS)

Note: This table does not apply to nonappropriated fund employees. Their weight allowances will be determined from each employee's travel order.

B-1. Alaska. *a.* Accompanied members may ship their full JTR weight allowance.

b. Unaccompanied officers and those without dependents may ship 500 pounds HHG plus their unaccompanied baggage allowance without prior command authorization.

c. Unaccompanied members in grades E4 (with 2 or more years of service) and above may ship 500 pounds HHG in addition to their unaccompanied baggage from Alaska.

d. Furniture that exceeds 7 feet 6 inches in height in many cases will not fit through entrances in Government quarters.

e. HHG shipped and not capable of use or storage in quarters (either Government or private) will not be given nontemporary storage at Government expense within Alaska.

B-2. Azores. Administrative weight restriction applies.

B-3. BENELUX. (Belgium and Netherlands). *a.* Unaccompanied members and those without dependents in grades E4 (with 2 or more years of service) and E5 may ship 500 pounds HHG plus their unaccompanied luggage allowance, unless command approval for increase is granted. Approval for increase may not exceed 2,000 pounds HHG.

b. Unaccompanied members in grades E6 through W3, and 01 through 03, who are serving the "all others" tour may ship 2,000 pounds HHG in addition to their unaccompanied baggage allowance.

c. Members without dependents, in grades E6 through W3, and 01 through 03, who are serving the 3 year tour may ship their full JTR weight allowance.

d. Unaccompanied members and those without dependents, in grades W4 and 04 and above, may ship their full JTR weight allowance.

e. Accompanied members in grades E4 (with less than 2 years of service) and below may ship their full JTR weight allowance.

f. Accompanied members in grades E4 (with 2 or more years of service) and above, assigned to units other than those in *g* below, may ship their full JTR weight allowance.

g. Accompanied members in grades E4 (with 2 or more years of service) through 03, who are assigned to one of the units shown below, will obtain guidance from the gaining command on the availability of furnished Government quarters. Members in grades 04 and above may ship their full JTR weight allowance. Units affected (not applicable to the Netherlands) include:

(1) US Delegation, NATO Military Committee.

(2) US US Mission to NATO.

(3) NATO Integrated Communications Systems Management Agency (NICSMA).

(4) Special Liaison Office, NATO Military Committee.

(5) Military Agency for Standardization.

(6) NATO International Military Staff.

h. For accompanied members in grades E4 (with 2 or more years of service) through 03, the gaining command (see *g* (1) through (6) above) will certify that either—

(1) The member has been allocated furnished Government quarters and is entitled to ship the administrative weight allowance of HHG, or

(2) The member will be required to seek private rental economy quarters and may, therefore, ship full JTR weight allowance.

B-4. Canada, Fort Churchill. Administrative weight restriction applies.

B-5. Denmark. Government housing facilities and temporary loan furniture are not available. Full JTR weight allowance for military and civilian personnel is authorized.

B-6. Europe. (Applies to members assigned to

USAREUR units, unless special provisions are made in this appendix under appropriate country caption).

a. Accompanied members in grades E4 (with less than 2 years of service) and below may ship their full JTR weight allowance.

b. Unaccompanied members and those without dependents, in grades E4 (with 2 or more years of service) through 03, may ship 500 pounds HHG in addition to their unaccompanied baggage allowance.

c. Unaccompanied members and those without dependents, in grades 04 and above, may ship 25 percent of their full JTR weight allowance plus their unaccompanied baggage allowance without prior command authorization.

d. Nontemporary storage at Government expense is not authorized for items not capable of use or storage in quarters (Government or private).

B–7. Germany. *a. Excluding Berlin.*

(1) Accompanied members upon assignment to Germany, in grades E7 through E9, W4, 04, and above, with effective date of PCS orders on or after 1 October 1981 may ship their full JTR weight allowance to Germany.

(2) Accompanied members in grades E7 through E9, W4, 04, and above, who were serving on PCS in Germany before 1 October 1981, and who receive PCS orders from Germany with an effective date of PCS orders on or after 1 October 1981, may ship from Germany their full JTR weight allowance less the weight of HHG they have shipped from a designated location, and/or less the weight of HHG which had been in nontemporary storage during the member's PCS in Germany.

(3) In grades E4 (with 2 or more years of service) through E6, W1 through W3, and 01 through 03 may ship their administrative weight allowance.

b. Berlin. Administrative weight restriction applies.

c. AMEMB Bonn. USAREUR members assigned or attached to AMEMB Bonn, Germany who are eligible for concurrent or deferred dependent travel, may ship their full JTR weight allowance.

B–8. Greece. Unaccompanied members and those without dependents:

a. In grades E4 (with 2 or more years of service) through 03 may be authorized to ship 500 pounds of HHG in addition to their unaccompanied baggage allowance; the Commander, 558th USAAG will determine and advise incoming members whether the extra 500 pounds of HHG may be accommodated in Government BEQ, BOQ, or barracks.

b. Grades 04 and above may ship 1000 pounds HHG plus their unaccompanied baggage allowance without prior command approval.

c. When the Commander, 558th USAAG, determines such members are to occupy economy quarters without family housing support, members may be authorized to ship up to their full JTR weight allowance.

B–9. Guam. *a.* Accompanied members are authorized to ship their full JTR weight allowances.

b. Members serving the all others tour may ship the amounts specified in (1) and (2) below. It is recommended that shipment not include refrigerators, freezers, or other major appliances nor basic items or furniture. If after arrival, such members choose to move into private housing, they may have their authorized HHG shipped at that time provided 12 months remain on their tour after the scheduled arrival of the HHG at that station.

(1) Members in grades E4 (with less than 2 years of service) and below may ship their full JTR weight allowance.

(2) Members in grades E4 (with 2 or more years of service) and above may ship 1,500 pounds HHG in addition to their unaccompanied baggage allowance.

c. There are no nontemporary storage facilities available on Guam.

B–10. Hawaii. *a.* Accompanied members may ship their full JTR weight allowance.

b. Unaccompanied members and those without dependents, in grades E4 (with 2 or more years of service) through E9, may ship 500 pounds HHG plus their unaccompanied baggage allowance without prior command authorization.

c. Officers without dependents serving the 3-year tour may ship their full JTR weight allowance without prior command authorization.

d. Unaccompanied officers serving the 2-year tour may ship their unaccompanied baggage allowance plus 1000 pounds HHG without prior command authorization.

e. HHG shipped and not capable of use or storage in quarters (Government or private) will not be given nontemporary storage at Government expense within the US Army Support Command, Hawaii area.

B–11. US Military Supply Mission, India. Members and employees whose dependents join them and are provided Government housing may ship 2,000 pounds or 30 percent of their PCS weight allowance.

B–12. Indonesia. Administrative weight restriction applies.

B–13. Israel. Administrative weight restriction applies to Army members assigned to the near East Project Offices in Tel-Aviv, Ramon, Ovda.

B–14. Italy. *a. Vicenza.*

(1) Accompanied members with an effective date of PCS orders on or after 1 October 1981 may ship their full JTR weight allowance to Italy.

(2) Accompanied members who were serving in Italy before 1 October 1981, and who receive PCS orders on or after 1 October 1981, may ship from Italy their full JTR weight allowance less the weight of HHG they have shipped from a designated location, and/or less the weight of HHG which had been in nontemporary storage during the member's PCS In Italy.

(3) Unaccompanied members and those without dependents in grades E4 (with 2 or more years of service) and above may ship the following:

(*a*) Unaccompanied members who elect to serve the "all others" tour may ship 2000 pounds HHG plus unaccompanied baggage allowance based on individual command authorization.

(*b*) Members without dependents serving the 3-year tour may ship their full JTR weight allowance based on individual command authorization.

(*c*) In the absence or denial of individual command authorization, members may ship 500 pounds HHG plus unaccompanied baggage allowance.

(4) Unaccompanied members in grades E4 (with less than 2 years of service) and below may ship 500 pounds of unaccompanied baggage.

b. Leghorn.

(1) Authorities approving concurrent travel will advise members in grades E4 (with 2 or more years of service) and above whether administrative or full JTR weight allowance applies.

(2) Accompanied members in grades E4 (with less than 2 years of service) and below may ship their full JTR weight allowance.

(3) Unaccompanied members and those without dependents.

(*a*) Members without dependents in grades E7 and above, serving the normal oversea tour, may ship their full JTR weight allowance without prior command authorization. Members without dependents in grades E4 (with 2 or more years of service) through E6 serving the normal oversea tour may ship their full JTR weight allowance upon receipt of individual command authorization.

(*b*) Unaccompanied members in grades E7 and above who elect to serve the "all others" tour may ship 2,000 pounds HHG plus unaccompanied baggage allowance without prior command authorization. Unaccompanied members in grades E4 (with 2 or more years of service) through E6 may ship 2,000 pounds HHG plus unaccompanied baggage allowance upon receipt of prior command authorization.

(*c*) Members in grades E4 (with 2 or more years of service) through E6 who do not receive individual command approval may ship 500 pounds HHG plus unaccompanied baggage allowance.

c. Members assigned to USA Element AF South.

(1) Members without dependents, in grades E7 and above, serving the 3-year tour who are assigned to Naples, and those with duty station at Verona, may ship their full JTR weight allowance. Nontemporary storage of items shipped is not authorized.

(2) Unaccompanied members in grades E7 and above, serving the "all others" tour who are assigned to Naples, and those with duty station at Verona, may ship 25 percent of their full JTR weight allowance plus their unaccompanied baggage allowances, unless individual command approval for increase is granted.

B–15. Japan. Administrative weight restriction applies (except MDAO personnel assigned to the American Embassy, Tokyo, Japan.)

a. Mainland Japan.

(1) Unaccompanied members and those without dependents may be authorized to ship 500 pounds HHG in addition to their unaccompanied baggage allowance. Authority to ship the additional 500 pounds HHG must be obtained from the Command, US Army Garrison, Honshu, ATTN: GARH-ID-TR-Z, APO 96343 before shipment.

(2) Accompanied members identified for duty assignment at MCAS Iwakuni or COMFLEACTS Sasebo, may be authorized increases to their administrative weight allowance. Authority to ship HHG in excess of their administrative weight restrictions must be obtained from Headquarters, US Army Japan, ATTN: AJGD-TS, APO SF 96343 before shipment.

(3) Nontemporary storage of HHG in Japan (including Okinawa) is not authorized. Temporary storage beyond 90 days after arrival notification is

authorized only under chapter 6, paragraph 6-9.

b. Okinawa, Japan.

(1) Accompanied members in grades from—

(*a*) E7 through E9, W4, 04 and above, with effective date of PCS orders on or after 1 October 1981, may ship their full JTR weight allowance to Okinawa.

(*b*) E7 through E9, W4, and 04 and above, who were serving PCS in Okinawa before 1 October 1981, and who receive PCS orders from Okinawa with an effective date on or after 1 October 1981, may ship from Okinawa their full JTR weight allowance less the weight of HHG they have shipped from a designated location and/or less the weight of HHG which had been in nontemporary storage during the member's PCS in Okinawa.

(*c*) E4 (with 2 or more years of service) through E6, W1 through W3, and 01 through 03 may ship their administrative weight allowance.

(2) After assignment to Okinawa, members (particularly those authorized shipment of their full JTR weight allowance to Okinawa) will be advised that, generally, local economy quarters cannot accommodate their full JTR weight allowance and that shipment is not to include refrigerator, range, washer, and dryer.

(3) For exceptions to weight allowances that apply to unaccompanied members and those without dependents, see *a*(1) above.

B–16. Jordan (Amman). Administrative weight restriction applies.

B–17. Korea (including Component Advisory Groups and JUSMAG, Korea). *a.* Unaccompanied members may ship the following.

(1) Enlisted (all grades): 500 pounds of unaccompanied baggage.

(2) Officers (all grades): 500 pounds of HHG, plus unaccompanied baggage.

b. Joint domicile couples scheduled to service a 12 month tour are authorized the weight applicable to their grade as in (1) or (2) above.

c. Accompanied members and joint domicile couples scheduled to serve a 24 month tour: JUSMAG-K/MILPERCEN-K will authorize appropriate weight entitlements based on availability of Government/Government-leased housing and/or Government furnishings. Personnel shipping HHG should communicate with sponsor *prior* to shipment to determine what items and how much to ship to Korea. Family size, family composition, configuration of quarters, and selection of items considered essential or needed to establish living comfort are of paramount importance in discussion with member's sponsor. Government, Government-leased, and economy quarters are small by American standards and generally will not accommodate the total weight authorized.

Caution: Personal property shipped to Korea, but not capable of being used or stored in quarters, will not be stored at Government expense or returned to CONUS for nontemporary storage. Procurement of commercial storage at personal expense is not possible as adequate storage facilities do not exist.

d. Requests for exceptions to the above limitations for military members will be submitted on an individual basis to Commander, Eighth US Army, ATTN: DJ-T, APO SF 96301.

e. Request for information concerning shipping entitlements to Korea for DA Civilian employees will be submitted to the Seoul Civilian Personnel Office, ATTN: EAGY-CPS, APO SF 96301.

B–18. Kuwait. *a.* Accompanied members in grades E4 (with 2 or more years of service) and above, assigned to US Liaison Office Kuwait, may ship 3,000 pounds HHG (including unaccompanied baggage) and 100 pounds of professional books, papers and equipment. One-hundred pounds of excess accompanied baggage is authorized for the member and each dependent.

b. The unaccompanied baggage allowance for unaccompanied members will not exceed 600 pounds.

B–19. US Military Mission to Liberia. Members and employees assigned to the USMILMIS LIBERIA are limited to shipment of 2,500 pounds of HHG.

B–20. MAAG, Libya. Administrative weight restriction applies.

B–21. Menwith Hill Station, England. Administrative weight restriction applies.

B–22. Managua, Nicaragua. Administrative weight restriction applies.

B–23. Okinawa. See paragraph B-15*b* of this appendix.

B–24. MAAG, Pakistan. Administrative weight restriction applies.

B–25. Panama. *a.* Accompanied members may ship their full JTR weight allowance.

b. Unaccompanied members and those without dependents assigned to—

(1) US Army Element, Panama Canal Commission, Panama, are provided unfurnished bachelor-type apartments for their 24-month tour. They may ship their full JTR weight allowance. Members will

be advised not to ship a kitchen stove or refrigerator because these appliances are furnished.

(2) Other than the US Army Element, Panama, are provided Government quarters (BOQ-BEQ, barracks) with adequate furnishings. Their weight allowance is as specified in paragraph 5-3 of this regulation. Requests for exceptions will be submitted to the Commander, 193d Inf Bde (Panama), ATTN: ATZU-DI-TJP, Fort Amador, Panama.

c. Refrigerators, ranges, washers, and dryers are provided in Government family quarters.

d. HHG shipped and not capable of storage in quarters (either Government or private) will not be placed in nontemporary storage at Government expense in Panama.

B–26. Republic of Philippines (Clark Air Base only). Administrative weight restriction applies.

B–27. Saudi Arabia. *a. Accompanied members.*

(1) Accompanied members in grades E4 (with 2 or more years of service) and above may ship their administrative weight allowance.

(2) Accompanied members in grades E4 (with less than 2 years of service) and below may ship their full JTR weight allowance.

b. Unaccompanied members and those without dependents. Unaccompanied members and those without dependents in grades E4 (with 2 or more years of service) and above may ship 500 pounds HHG in addition to their unaccompanied baggage allowance.

B–28. US Military Liaison Office, Tunis, Tunisia. Administrative weight restriction applies.

B–29. Turkey. *a.* Accompanied members may ship their full JTR weight allowance.

b. Unaccompanied members and those without dependents (other than those assigned to USA Element Landsoutheast (USA ELM LSE), Izmir):

(1) Members in grades E4 (with less than 2 years of service) and below may ship 500 pounds of unaccompanied baggage.

(2) Members in grades E4 (with 2 or more years of service) through 03 may ship 500 pounds HHG plus unaccompanied baggage. It is the responsibility of the Commander, TUSLOG DET 67, to determine and advise incoming members whether the 500 pounds of HHG can be accommodated in Government BOQ, BEQ or barracks. If the Commander, TUSLOG DET 67, determines tne member is to occupy economy quarters without Government furnishings support, the Commander may authorize shipment of full JTR weight allowance.

(3) Members in grades 04 and above may ship up to 1,000 pounds HHG plus their unaccompanied baggage without prior authorization from the Commander, TUSLOG DET 67. If the Commander, TUSLOG DET 67, determines the member will occupy economy quarters without Government furnishings support, the Commander may authorize shipment of full JTR weight allowance.

c. Unaccompanied members and those without dependents assigned to USA ELM LES, Izmir:

(1) Members in grades E4 (with less than 2 years of service) and below may ship up to their full JTR weight allowance.

(2) Members in grades E4 (with 2 or more years of service) through 03 may ship 2,000 pounds HHG or 25 percent of their full JTR weight allowance (whichever is greater), plus their unaccompanied baggage without prior command authorization. Commander, USA ELM LSE may authorize shipment up to member's full JTR weight allowance on an individual basis.

(3) Members in grades 04 and above may ship up to their full JTR weight allowance without prior command authorization.

d. Members assigned to TUSLOG DET 4 SINOP, Turkey serve the one year all others tour. Members assigned there may ship their unaccompanied baggage plus professional books, papers and equipment (PBP&E). PBP&E shipped is not to exceed 300 lbs without prior approval of the Commander, Turkey DET 4, SINOP, Turkey.

e. Nontemporary storage at Government expense is not authorized for items not capable of use or storage in quarters (Government or private).

B–30. US Military Mission to Zaire. Members in grades E4 (with 2 or more years of service) and above, and civilian employees assigned to the US Military Mission to Zaire may ship 2,500 pounds of HHG plus 1,000 pounds of canned foods and sundry items.

APPENDIX C

HARDLIFT AREAS

C–1. Listing of hardlift areas. Table C–1 lists hardlift areas to and from which shipment may be made via air because they are not adequately served by surface transportation.

C–2. Current hardlift areas. PPCIG, volume II, lists the current hardlift areas (under individual country listing) for those countries for which it provides consignment instructions. If there is a conflict between table C–1 and the PPCIG, the PPCIG will take precedence.

C–3. Central and South American countries shipping instructions. Frequent changes occur in capabilities of commercial air carriers providing service to Central and South American countries and the availability of intratheater airlift service. Because of this, TOs will obtain shipping instructions from the Movements Branch, Transportation Division, DIO 193d Infantry Brigade, Panama, telephone: AUTOVON 287-3209/4065, prior to shipping to any Central and South American Country.

TABLE C-1. Hardlift Areas

DESIGNATED AREAS TO AND FROM WHICH HHG/UB SHIPMENTS ARE AUTHORIZED VIA AIR

DESIGNATED AREA	HHG	UB
Afghanistan	X	X
Angola	X	X
Argentia, Newfoundland		X
Argentina		X
Australia	X	X
Azores	X	X
Bahrain	X	X
Bangladesh	X	X
Bhutan	X	X
Bolivia	X	X
Botswana	X	X
Brazil		X
Burma	X	X
Burundi	X	X
Cambodia (Khmer Republic)		X
Cameroon	X	X
Central African Republic	X	X
Chad	X	X
Chile		X
Colombia	X	X
Congo (Brassaville)	X	X
Costa Rica	X	X
Cyprus		X
Dahomey	X	X
Ecuador		X
El Salvador	X	X
Equatorial Guinea	X	X
Ethiopia	X	X
Finland		X
Gabon	X	X
Gambia	X	X
Ghana	X	X
Greece		X
Guatemala	X	X
Guinea	X	X
Honduras	X	X
Iceland		X
India	X	X
Indonesia		X
Iran	X	X
Iraq	X	X
Israel	X	X
Ivory Coast	X	X
Jordan	X	X
Kenya	X	X
Kuwait	X	X
Laos		X
Lebanon	X	X
Lesotho	X	X
Liberia	X	X

TABLE C-1. Hardlift Areas -- Continued

DESIGNATED AREAS TO AND FROM WHICH HHG/UB SHIPMENTS ARE AUTHORIZED VIA AIR

DESIGNATED AREA	HHG	UB
Libya		X
Madagascar (Malagasy Republic)	X	X
Malawi	X	X
Malaysia		X
Maldives	X	X
Mali	X	X
Mauritania	X	X
Mauritius	X	X
Morocco		X
Nepal	X	X
New Zealand	X	X
Nicaragua	X	X
Niger	X	X
Nigeria	X	X
Oman	X	X
Pakistan	X	X
Paraguay	X	X
Peru		X
Portugal		X
Qator	X	X
Rhodesia	X	X
Rwanda	X	X
Saudi Arabia	X	X
Senegal, Republic of	X	X
Sierra Leone	X	X
Somalia, Democratic Republic	X	X
South Africa, Republic of	X	X
South-West Africa (Namibia)	X	X
Spanish Sahara	X	X
Sri Lanka (Ceylon)	X	X
Sudan	X	X
Swaziland	X	X
Syria	X	X
Tanzania	X	X
Thailand		X
Togo	X	X
Tunisia		X
Turkey		X
Uganda	X	X
United Arab Emirates	X	X
Upper Volta	X	X
Uruguay		X
USSR		X
Venezuela	X	X
Yemen	X	X
Yemen, Peoples Democratic Republic of	X	X
Yugoslavia		X
Zaire	X	X
Zambia	X	X

GLOSSARY

*Section I. Abbreviations

AAFES	Army and Air Force Exchange Service
BEQ	bachelor enlisted quarters
BOQ	bachelor officer quarters
BPA	Blanket Purchase Agreement
CONUS	continental United States
CPO	civilian personnel office
CTUS	customs territory of the United States
CWT	hundred weight
DA	Department of the Army
DAR	Defense Acquisition Regulation
DIA	Defense Intelligence Agency
DITY	Do-it-Yourself
DOV	Disbursing Officer Voucher
DPM	direct procurement method
DSSN	disbursing station symbol number
EPA	Environmental Protection Agency
FAO	finance and accounting officer
FY	fiscal year
GBL	Government Bill of Lading
GBLOC	Government Bill of Lading Office Code
HAAP	Homebase and Advanced Assignment Program
HHG	household goods
HOR	home of record
ICC	Interstate Commerce Commission
ITGBL	International Through Government Bill of Lading
JTR	Joint Travel Regulations
MAAG	Military Assistance Advisory Group
MAC	Military Airlift Command
MACOM	major Army command
MARS	Military Affiliate Radio System
MDC	movement designator code
MILPERCEN	US Army Military Personnel Center
MILPO	military personnel office
MRT	Military Rate Tender
MSC	Military Sealift Command
MTMC	Military Traffic Management Command
NAF	nonappropriated fund
NTS	nontemporary storage
ODCSLOG	Office of the Deputy Chief of Staff for Logistics
OMA	Operation and Maintenance, Army

PBP&E	professional books, papers, and equipment
PCS	permanent change of station
PEBD	pay entry basic date
PPCIG	Personal Property Consignment Instruction Guide
PPGBL	US Personal Property Government Bill of Lading
POV	privately owned vehicle
RDD	required delivery date
RSMO	Regional Storage Management Office
SIT	storage-in-transit
TAC	Transportation Account Code
TCMD	Transportation Control and Movement Document
TDY	temporary duty
TGBL	Through Government Bill of Lading
TO	transportation officer
TOE	table of organization and equipment
USAFAC	US Army Finance and Accounting Center
USAREUR	US Army, Europe, and Seventh Army

Section II. Terms

Acompanied baggage.
Personal baggage which accompanies the member, employee, or dependent from origin station to final destination, or is shipped from origin station to the port of embarkation or aerial port of embarkation to accompany the owner via the same mode of transportation to the port of debarkation.

Active service (as used in chap 10).
Active duty in the Army, including active Federal service performed by military members of the retired and Reserve Components of the Army. For civilian employees, it means active Federal service with the Army, exclusive of part-time, intermittent employees, and native labor hired on an hourly or per diem basis.

Approved destination (as used in chap 10).

a. The residence of record of the person involved or the residence of his or her dependent, next of kin, or other person entitled to receive custody of the effects, as determined by the approving officer.

b. A location other than in *a* above, which has been—

(1) Requested by applicant(s).

(2) Authorized or approved by the approving authority.

Category I(a) firearms.
Nonautomatic and semiautomatic firearms, to caliber .50 inclusive, shotguns with barrels less than 18 inches in length, and all components and parts thereof.

CONUS.
The forty-eight contiguous States and the District of Columbia. It does not include Alaska and Hawaii, the Commonwealth of Puerto Rico, or any territory or possession of the US.

Firearms.

a. Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;

b. The frame or receiver of any such weapon;

c. Any firearm muffler or firearm silencer; or

d. Any destructive device (as defined in DOD 5030.49-R, chap 10).

Household goods.
Articles associated with the home which are not specifically excluded in JTR, volume 1, appendix J; and JTR, volume 2, appendix D, which the carrier accepts for shipment under the conditions and tariffs governing the transportation of HHG. When carriers accept motor-driven hobby, garden and recreational equipment (such as golf carts, power lawn mowers, etc.) as part of a HHG shipment, such items must be thoroughly drained of oil and gasoline before shipment, to preclude damage to carrier equipment or other articles in the shipment.

Machinegun.

a. Any weapon which shoots, is designed to shoot, or can be readily restored to shoot automatically more than one shot without manual reloading by a single function of the trigger;

b. The frame or receiver of any such weapon; or

c. Any combination of parts designed and intended for use in converting a weapon into a machinegun and any combination of parts from which a machinegun can be assembled if such parts are in the possession or under the control of a person.

Major Army command.

That part of the Department of the Army organization which has jurisdictional responsibility for exercising supervision and control over Army installations and activities in relation to the purpose of this regulation. These commands are—

a. US Army Forces Command.

b. US Army Training and Doctrine Command.

c. US Army Material Development and Readiness Command.

d. US Army Intelligence and Security Command.
e. US Army Communications Command.
f. US Army Health Services Command.
g. US Army Military District of Washington.
h. Military Traffic Management Command.
i. Commander in Chief, US Army Europe and Seventh Army.
j. US Army, Japan.
k. Eighth US Army.
l. US Army Western Command.

Military member without dependents.
A member who has no dependents or a member who is not entitled to movement of dependents incident to a PCS.

MOPED.
A two-wheeled vehicle designed and manufactured to be operated either as a motorized vehicle or a manually peddled bicycle.

Minibike.
A small two-wheeled motorbike with neither wheel measuring more than 20 inches in diameter. The 20-inch wheel criteria is inclusive; that is, the diameter of the entire wheel with tire mounted may not exceed 20 inches.

Nontemporary storage.
Storage authorized under conditions outlined in JTR, paragraph M8101; or JTR, paragraphs C8001-2*c* and C8002-3*c*.

Official report (as used in chap 10).
A written, electrical, or oral notification from an official Army source indicating that a person is dead, injured, or ill and required prolonged hospitalization, or absent for a period of more than 29 days in a missing status.

Orders.
Any competent military or civilian travel orders, dependent travel authorization, unit movement orders, invitational travel authorization, or other special authority for movement or shipment, which is issued in accordance with existing DA travel and transportation directives.

Privately-owned vehicle.
A self-propelled, wheeled motor conveyance, which is required to be licensed to travel overland on public highways. It must be owned by the sponsor or a dependent of the sponsor. It must have four or more wheels; unless the member opts instead to ship a vehicle with two or three wheels.

a. Excluded are trailers or any vehicle intended for commercial use.

b. Included are automobiles, station wagons, jeeps, pickups, vans, campers, motorcycles, and motor vehicles designed for overland ground transportation which the sponsor or employee certifies is for his or her personal use and/or for use in providing personal transportation for the member's or employee's dependents.

Rifle.
A weapon designed or redesigned, made or remade, and intended to be fired from the shoulder and to use the energy of the explosive in a fixed cartridge to fire only a single projectile through a rifled bore for each single pull of the trigger.

Space-required, reimbursable shipments.
Shipments of POV which are moved through military terminals, but are not authorized at Government expense. Such shipments are subject to the payment of all port handling and ocean transportation charges.

Sponsor.
A member or employee to whom the basic entitlement for shipment applies.

Storage-in-transit.
Temporary storage.

Surplus military firearm.
A firearm, including the frame or receiver of any firearm, that was the property of the military at any time, including irregular, as well as regular, forces of any nation.

Temporary storage.
Storage authorized in connection with a line-haul shipment. Also known as storage-in-transit.

Territory or possession of the United States.
Those areas outside CONUS over which the US exercises sovereignty.

Transportation of household goods.
Includes—

a. An extra pickup at origin and/or an extra delivery at destination, if required by the sponsor, *provided* the extra pickup or delivery is within the local pickup or delivery limits of the origin or destination noted on the PPGBL.

b. Delivery to an address *outside* the local delivery limits of the destination noted on the PPGBL *provided* the shipment is consigned to a military installation or is consigned to an address within normal commuting distance of the military installation.

Unaccompanied baggage.

That portion of HHG which normally is shipped separately and apart (usually via an expedited mode) from the major items of furniture, and which is required immediately upon or soon after the sponsor's or dependent's arrival at destination for interim housekeeping, pending the arrival of the major portion of the property.

a. It may include clothing; uniforms; pots; pans; cribs; playpens; carriages; toiletries; ironing boards; irons; electric coffee pots and toasters; small radios; portable television sets; high fidelity components (including record players, turntables, amplifiers, tuners, receivers, and speakers (excluding cabinets that are determined to be major items of furniture)); portable sewing machines; voltage transformers; portable air conditioners; valet items, golf clubs and bags; collapsible nonmotorized golf carts; owner-disassembled, nonmotorized bicycles; fishing equipment; archery equipment; hunting and shooting equipment (including firearms and gun cases); linens; dishes; cutlery; and an inductee's or a recruit's clothing shipped from training duty station to home of record.

b. IT MAY NOT INCLUDE FLAMMABLE ITEMS, MAJOR ITEMS OF FURNITURE, OR APPLIANCES SUCH AS REFRIGERATORS. Transportation officer may make exceptions for small portable-type refrigerators when any of the following conditions exist:

(1) Member is authorized to ship only unaccompanied baggage.

(2) Shipment of the refrigerator is the only reason for shipping two lots of personal property.

Unified command.

A command with a broad continuing mission, under a single commander, and composed of significant assigned components of two or more Services. For the purpose of this regulation, these commands are Alaskan Command, US Southern Command, Pacific Command, and US European Command.

Unserviceable firearms.

A firearm which is incapable of discharging a shot by means of an explosive and is incapable of being restored to firing condition.

War trophy firearms.

Any firearm of enemy public or private property utilized as war materiel acquired in a combat area or zone within a prescribed period of time, and authorized by the command to be retained under the provisions of AR 608-4.

The proponent agency of this regulation is the Office of the Deputy Chief of Staff for Logistics. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DALO–TSP–P), WASH DC 20310.

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:
ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

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DESTINATION DEALER'S CERTIFICATION OF TURN-IN OF RENTAL VEHICLE

For use of this form, see AR 55-71; the proponent agency is ODCSLOG.

PURPOSE: This certification is to insure that the member has turned in the rental equipment to the rental dealer at the completion of his or her DITY move.

INSTRUCTIONS TO MEMBER: Have the destination rental dealer *(identified in the rental company's contract)* complete this certifying that you have turned in their equipment in satisfaction of all contractual agreements.

Mail or hand carry this form with the following documents to the finance and accounting office noted in block 15 of DD Form 1155: a copy of DD Form 1351-2, two copies each of tare *(empty)* and gross *(loaded)* weight tickets, three copies of travel orders, three copies of DD Form 1155, your copy of the rental contract which includes the cost of moving aids computed by the destination contractor's agent after returning the equipment, a copy of the DD Form 2278 showing the cost comparison and a copy of purchased items *(if applicable)*. Be sure to keep a copy of all documents you submit to finance for your records.

MEMBER'S NAME *(Last, First, MI) (print or type)*	
DEALER'S NAME	DEALER'S CODE NO./DISTRICT ADMINISTRATION CODE
DEALER'S ADDRESS *(Street, City, State, ZIP Code)*	
DATE EQUIPMENT RETURNED	SIGNATURE OF DEALER OR REPRESENTATIVE

DA FORM 5331-R, JUN 84

DO IT YOURSELF "DITY" COUNSELING CHECKLIST

THE PRIVACY ACT OF 1974. AUTHORITY: Title 37 USC, Code 406; Title 5 USC, Code 5726. PRINCIPAL PURPOSE: This DD Form is used as a checklist for shipment of personal property under the Do It Yourself program for military members. ROUTINE USES: To ensure complete and proper counseling under the program and determining if an incentive is appropriate. This information is used by the finance offices in cases of excess costs collections. Information on this form and on the approved weight tickets is released to military finance/paying offices. VOLUNTARY - If information is not furnished, personal property cannot be moved under the Do It Yourself program.

NAME *(Last, First, MI)*	PAY GRADE	SSN	DATE (YYMMDD)

I HAVE BEEN COUNSELED IN THE FOLLOWING AREAS:

PART I – ENTITLEMENTS ☐ PCS ☐ TDY ☐ LOCAL

_____ Option of GBL (Van) and/or DITY move
_____ DITY move authorized from ______________________
to ______________________________
_____ ITO/TMO provided with accurate estimate weight of HHGs ______________________
_____ Maximum authorized weight ______________________
_____ Unauthorized items prohibited (POVs, boats, flammables, etc.)
_____ Power of Attorney, if required
_____ Type of vehicle authorized/Size
Truck _______ Trailer _______ POV ________
_____ Prior approval required for use of POV in DITY move
_____ Loss and/or damage–maximum government liability ______________________

PART II – MEMBER RESPONSIBILITY

_____ Pick up packing materials; packing/loading; unloading/unpacking
_____ Operating allowance
_____ Pick up rental vehicle and ensure safe operation. Pick up date (YYMMDD) ________________
_____ Payment of excess costs directly to rental company for exceeding days/miles allowed
_____ Turn-in trucks with full fuel tank (paid from operating allowance)
_____ Turn-in date (YYMMDD) ______________
_____ Empty/loaded weight tickets required for each trip made. Use government, public, commercial platform scales

SINGLE AXLE WEIGHING PROHIBITED

_____ Name, Rank, SSN, Weightmasters signature required on each weight ticket
_____ Trailers weighed attached to prime mover (No passengers aboard–weigh entire unit at same time)
_____ Location of approved scales

_____ POV used in DITY moves require DD Form 1351-2 and weight tickets be submitted to paying office/activity to receive incentive payment. For Air Force use AF Form 417
_____ Completion/submission of documents

PART III – RENTAL COMPANY RESPONSIBILITY

_____ Furnish vehicle in safe operating condition with full fuel tank
_____ Rental company insurance responsibility for accidents. Twenty-four (24) hour HOTLINE for vehicle malfunctions/breakdowns

PART IV – INCENTIVE PAYMENT

INCENTIVES WILL BE PAID BY

_____ ARMY – Forward documents to the F&AO at ______________________

_____ NAVY – Forward documents to Commanding Officer, Navy Material Transportation Office, Code 024, Bldg Z-133-5, Naval Base, Norfolk, Virginia 23511

_____ MARINE CORPS – Forward documents to Commanding General, 470 MCLB, Albany, Georgia 31704

_____ AIR FORCE – Forward documents to the TMO at ______________________
(See AFR 75-33, para 3-5)

PART V – STORAGE

_____ Temporary storage if required, arranged by the ITO/TMO

NO INCENTIVES WILL BE PAID WITHOUT ACCEPTABLE WEIGHT TICKETS AND OTHER REQUIRED DOCUMENTS

COST COMPUTATIONS

DAYS AND MILES ALLOWED	/ DAYS MILES	/ DAYS MILES	/ DAYS MILES	/ DAYS MILES
PRICE QUOTATIONS	CONTRACTOR 1	CONTRACTOR 2	CONTRACTOR 3	CONTRACTOR 4
A. TRUCK/TRAILER RENTAL	$	$	$	$
B. PURCHASED AIDS	$	$	$	$
C. RENTAL AIDS	$	$	$	$
TOTALS	$	$	$	$

ESTIMATED CONSTRUCTIVE COSTS		ACTUAL CONSTRUCTIVE COSTS	
MRT Rate per CWT X Fuel Surcharge plus $5.00 X est. wt. or wt. allow.	$	MRT Rate per CWT X Fuel Surcharge plus $5.00 X actual wt. or wt. allow.	$
LOCAL Rate per CWT X est. wt. or wt. allow.	$	LOCAL Rate per CWT X actual wt. or wt. allow.	$
CONSTRUCTIVE COSTS X 80%	$	REMARKS	
Less contractor charge and Operating Allowance	$		
GROSS INCENTIVE	$		
Less 20% Federal tax	$		
Less State tax, if applicable	$		
ESTIMATED NET INCENTIVE	$		

SIGNATURE OF COUNSELOR	DATE (YYMMDD)	SIGNATURE OF MEMBER/AGENT	DATE (YYMMDD)

DD FORM 2278 REPLACES AF FORM 513, AUG 77, WHICH WILL BE USED
82 APR